

West End Social Club
2 High Street, West End, Woking, Surrey GU24 9PL
Club telephone number: 01276 858501



(Hon) Bookings Secretary: Nigel Karney 01483 828675 (home) 07783 518771(mobile)
entswesc@gmail.com

BOOKING REQUEST FORM

Date of event:

Times (tick): Morning (up to 12.00) Afternoon (up to 5.00pm) Evening (up to 11.30pm)

Rooms Required (tick): Committee Room Lounge Dance Floor & stage

Description of the Event:

Number of Guests (approx) :..... (club members)..... (non-members)

Type of Entertainment, if any (e.g. Disco, band, etc) :.....

.....

Will catering be provided? Yes/No¹ (the Committee Room must be booked for catered events)

Bookers name² :

Membership Number (if known):

Address :.....

.....

Telephone numbers :..... (home).....(mobile)

Email address:

.....
I confirm that I will comply with the booking conditions overleaf.

Signed: **Print name:**

Date:

.....
Please return this form by post to the club f.a.o. Bookings Secretary or by handing it across the bar.

(If you would like to take away a copy of the booking conditions, please ask for a blank form).

ALL BOOKINGS ARE PROVISIONAL UNTIL CONFIRMED BY THE BOOKINGS SECRETARY

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¹ Delete as appropriate

² If you are not already a club member, you are required to take out club membership.

West End Social Club: Party/Event Booking Conditions

Equipment

1. All electrical equipment must have a current PAT safety test.
2. Sound levels must be kept at a reasonable level, so as not to unduly disturb users of other parts of the club or disturb neighbouring properties.
3. Please ensure any entertainers leave promptly and their equipment is removed (within 45 minutes of the end of the event).

Admission of Guests (non-members)

4. Please provide the club with a list of any of your guests who are not members of the club at least four days in advance of the event. Please assist the duty Committee member (if one is appointed for your event) to identify these guests. We will not admit any guest who is currently banned from the club or is banned under Pubwatch.
5. You are responsible for the proper conduct of your guests; in particular:
 - a. No person under 18 to consume alcohol whilst on the premises;
 - b. No drinks to be taken on the dance-floor or outside the club (except in the smoking shelter);
 - c. No drinks to be consumed other than those purchased on the premises;
 - d. Guests must comply with any instructions from the bar manager or duty Committee member (where appointed);
 - e. No smoking on the premises, except in the smoking shelter (includes electronic cigarettes);
 - f. Guests need to leave the premises quietly and promptly after the event.

Catering

6. Any catering should be laid out in the Committee Room (please ensure you have included this room in your booking). Please quickly clear up spillages on the floor.

Tidying Up after the Event

7. At the conclusion of the event please do the following:
 - a. Clear the rubbish (including any debris on the floor). Put the rubbish in bags which will be provided by the bar staff ; place the bags in the outside bin beyond the dance-floor fire exit;
 - b. If the floor requires hoovering or mopping, seek the assistance of the bar staff to access the club cleaning equipment;
 - c. Return any tables and lounge chairs to their original positions. Stack the stacking chairs in the enclosure next to the coat hooks.

Charges

8. Guests who are non-members need to pay £3 for admission on Saturday evenings. If you have more than 16 guests you can pay £50 in total which will admit up to 30 non-member guests (the maximum permitted for Saturdays). There is no charge for non-member party guests on other weekdays unless the entertainment is being funded by the club, in which case the guest charge (and limit on numbers) is the same as Saturdays.

Deposit

9. We require a deposit of £40 to cover any accidental damage or loss of club property. This should be paid across the bar at least 4 days before the event. It will be returned (less any eligible deduction) within 48 hours of the end of the event. A deposit is not normally required for events held on Saturday evenings.