

# MARLBOROUGH BOWLS CLUB

Recreation Ground Salisbury Road Marlborough Wiltshire SN8 4AE

**FREE WIFI AVAILABLE**

**BAR DRINKS CAN BE PAID BY CARD**

## BOOKING FORM

Date of application \_\_\_\_\_

Nature of function or event

Date of Event \_\_\_\_\_

(i.e. Wedding Reception, Birthday Party, etc.)

Hire start time  
(to include set-up time) \_\_\_\_\_

Bar hours from \_\_\_\_\_ to \_\_\_\_\_  
(Bar 11.30 p.m. closing Event 12 midnight finish)

Hire finish time \_\_\_\_\_

Number of People expected \_\_\_\_\_ (See maximum limits in conditions of hire)

Contact details: Name \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

I am aware of GDPR and the safe retention of my personal information and its use by MBC, information on Club website and notice board

Signed.....

**A deposit of £50.00 is required with the booking request**

**Deposit will be refunded on inspection asap after the event**

**Deposit will not be refunded if function is cancelled within 14 days of the event**

### **Booking Fees: Payment of Clubhouse Hire and Bar Staff Payment to be made separately**

Charge for the hire of the Clubhouse is £12.50 per hour or any part thereof including set-up time and kitchen preparation time

Bar staff will be charged at £10.00 per hour per member **to be paid in cash at start of function:**

1 staff up to 30 people      2 staff up to 60 people      3 staff up to 80 people

If the bar facility is requested this automatically includes bar staff of a number to be determined by the Club Management Committee\* (See Condition of Hire note 10)

A corkage charge of £2.00 per bottle of wine, etc. will be additional

The treasurer's preferred payment is by bank transfer or debit/credit card, but cheques and cash will be acceptable. Please use the information below for bank transfer, enter your card details in the box provided or enclose the cash with the return slip

#### **Bank Transfer**

A/C Name: Marlborough Bowls Club  
Sort code: 40-32-07  
Account No: 21470957  
HSBC Bank  
Enter your name in the reference box

#### **Bank Transfer for Return of Deposit**

Name:  
Sort code:  
Account number:

**Moving of furniture:** Hirers, please **lift and not drag** the furniture over the floor

**Clearing up the following morning must be made by prior arrangement as another function may be taking place later in the day**

Please read the **CONDITIONS OF HIRE** carefully and sign below to confirm that you fully understand and agree to them.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

Please return your Booking Form to: [mervcripps@hotmail.co.uk](mailto:mervcripps@hotmail.co.uk)

or Merv Cripps, 2 Alexandra Terrace, Marlborough SN8 1DA Tel: 07484 137752

Tick this box to pay £10.00 for the club to dispose of any rubbish from the event

Tick this box if you are taking the rubbish home

Thank you