



# STUDLEY SPORTS AND SOCIAL CLUB

## Function Room Booking Form

Both sides of this form must be completed for use of the room, no booking will be confirmed until the fee is paid and the correctly completed form is received.

Full name of person booking the room: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date and Times room is required: Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for use of room (eg. Wedding / Birthday etc.) \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Time access is required (if different from above for preparation etc): \_\_\_\_\_

Do you require the Club to provide entertainment: **YES/NO** if Yes, what? \_\_\_\_\_

Do you require the Club to provide catering: **YES/NO** if Yes, what? \_\_\_\_\_

From 1<sup>st</sup> February 2023 the fee of £60.00, plus the deposit of £100.00 is required to confirm the availability of the room for the function. The deposit will be returned **one week** after the event if no damage or significant cleaning is required. To receive a discount of 50% (on the room hire fee only) a person will need to have been a full member of the Club for a 12-month period.

**The fee is non-refundable.** If the booking is cancelled, due to exceptional circumstances, refunds will be solely at the discretion of the Committee.

***I wish to book the Function Room for the purpose stated and hereby pay the fee of £60.00 and the £100.00 deposit. I also understand that if any damage is caused at the premises by any person attending the function then I would lose my deposit and could be invoiced for any additional costs involved in making good the damage. I will ensure that whilst the function is in progress no person will smoke, or vape, within the Function Room. Decorations are permitted but the use of pins, celotape and bluetack (or similar) on the walls is not allowed. I will also ensure that whilst outside, noise is kept to a minimum to show consideration to the nearby residents.***

***I confirm that I am fully aware of and agree to the contents of this form.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

FOR USE BY MANAGEMENT

AMOUNT: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_

**GENERAL DATA PROTECTION REGULATIONS (SERVICE) CONSENT**  
**TO HOLD CONTACT INFORMATION**

I agree that I have read and understand Studley Sports and Social Club's Privacy Notice. I agree by signing below that the Club may process my personal information providing information and corresponding with me.

I agree that Studley Sports and Social Club can keep my contact information data for an undisclosed time until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone Number	
Email Address	
Facebook	
Twitter	
Signature	
Date	

Bank Details for return of deposit by Bank Transfer

Name of Account Holder including title (Mr/Mrs etc)	
Name of Bank/Building Society	
Sort Code	
Account Number	