

**St Clair No.427 Social & Recreation Club 45/47 Cambusnethan St Wishaw ML2 8NN**

**Name of Applicant**.....

**Address of Applicant**.....

Please indicate if applicant is **Yes / No** a member of St Clair No.427 Social Club

Please indicate if function is for applicant **YES<sup>+</sup> NO<sup>++</sup> or Other<sup>+++</sup>**

If "other" please indicate name & relationship to applicant.

**Contact Telephone Number Home** .....**Mobile**.....

**Email** .....

**Function Date** .....

**Type of Function**

**Please indicate type of entertainment**      Live Music                      Disco                      being provided

**Approx. Numbers of Guests** .....

Please tick if the following age      **Under 15 yrs**              **15 to17 yrs**              **groups will be in attendance**

Preferred Start Time Preferred Finish Time (Latest 00.30 hrs.)

**START TIME**.....                      **FINISH TIME**.....

Do you require Club kitchen for catering?              **Yes \***              **No \*\***

\* See Condition 11 \*\* See Conditions 12 & 13

**I have understood and agree to the Terms and Conditions attached**

Signature of Applicant ..... Date.....

**Office use only Application Approved / Declined / Further information Required**

**St Clair No.427 Social & Recreation Club 45/47 Cambusnethan St Wishaw ML2 8NN**

**(To be retained by applicant for reference)**

1. There is a booking **fee of £40**. Cheques should be made payable to Lodge St Clair No.427.
2. The booking fee is not refundable in the event of a cancellation.
3. Please note that you should wait for a confirmation from the Secretary before making any further arrangements.
4. The St Clair No.427 Social & Recreation Club will not be held responsible for any loss or costs incurred in the event that your function is cancelled for any reason.
5. **To comply with current licensing legislation for a Private Club you must provide a list of names and addresses of every guest attending the function.** This list must be delivered to the Club premises no later than 48 hours prior to the function.
6. To comply with current licensing legislation please note that anyone attending the function that is or appears to be under the age of 25 years will be asked for proof of identification before being served alcohol. **Any person under the age of 18 years is NOT allowed at the bar and must be supervised by an appropriate adult at all times during the function. (The stair lift is for DISABLED USE ONLY please ensure that this is not abused)**
7. If your function involves music, we would advise you that the function hall is equipped with a sound monitoring system. Should the noise level reach the limiting threshold, the power supply will be interrupted for a period of 30 seconds. APPS Are available to assist in the monitoring of noise levels.
8. Sellotape or drawing pins must not be used to fix posters, photographs and the like to any walls. Only white tack may be used for this purpose.
9. **In line with current legislation, please note that our premises is a completely no smoking building.**
10. Under no circumstances are drinks to be taken outside the function hall and bar areas.
11. **If catering is required, £25.00 for the kitchen** use is required to be paid; it is the responsibility of the applicant to make all arrangements with our caretaker Mr Alan Love. He can be contacted by telephone on 01698355643 or by e-mail on alanlove19@hotmail.com.
12. Please note that whilst the Club is happy to allow food prepared elsewhere to be set out as a buffet on its premises, it cannot in any way be held responsible for the condition or content of such food or for any illness which may result from its consumption either on or off the Club premises.
13. Use of all kitchen equipment is strictly prohibited but the kitchen area may be used to store food prior to setting out.
14. **The applicant shall ensure that all surplus food and general rubbish is cleared from tables and floors at the end of the function.** Bin liners will be provided upon request for this purpose.
15. Completed forms together with booking fee, if applicable, must be delivered, either by post or by hand, to Mr D Strachan ,Lodge secretary. 45-47 Cambusnethan Street Cambusnethan ML28NN or 370 Kirk Road Wishaw ML28LH