



## Speights Champions Lounge Bar Booking form

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Type of function \_\_\_\_\_

Date of Booking \_\_\_\_\_

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

Phone Home: \_\_\_\_\_

Phone Cell: \_\_\_\_\_ Phone Work: \_\_\_\_\_

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

Bank account number (bond refund) \_\_\_\_\_

How did you find out about the Bar/Lounge?  Member  Attended another function here  
 Friend  Website  Other - Please specify \_\_\_\_\_

### Terms and conditions

1. Cost to hire is \_\_\_\_\_ plus a \$100.00 a refundable bond. This includes Bar staff, security and cleaning
2. Hire age is only confirmed once payment is received
3. Bond will not be refunded or will only be partially refunded if there is damage, excess cleaning required or broken glasses (\$4.00 per glass)
4. The bar is required to close at 12.00am with everyone needing to be locking down the building out by 1.00am at the latest due to security lock up
5. Guests may decorate the room for their function but are responsible for taking down all decorations and must check with management before sticking things to the walls.
6. All guests at a function must stay off the Squash courts at all times.

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

**Office use only:** Entered into booking system: Yes / No

Hireage Type: \_\_\_\_\_

Hireage Fee: \_\_\_\_\_ Plus \$100.00 bond = \_\_\_\_\_

Staff Member: \_\_\_\_\_

Date paid:        /        / 20

Receipt Number: \_\_\_\_\_