



Tennis Squash and Fitness Club

Lee on the Solent Tennis Squash & Fitness Club
41-47 Manor Way
Lee on the Solent
Hampshire
PO13 9JQ
02392 550381

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FUNCTION ROOM HIRE

Please complete and return to the Club. Your function will not be confirmed until application has been approved & deposit paid.

NAME OF APPLICANT: _____

MEMBER / NON MEMBER (please circle) CONTACT NO.: _____

ADDRESS: _____

_____ POST CODE: _____

DATE OF FUNCTION _____ ALT. DATE(S) _____

PERIOD OF HIRE FROM _____ AM/PM TO: _____ AM/PM

REASON FOR HIRE: _____

(If Birthday Party, please state age – 18th, 21st, 40th, etc.)

FACILITIES REQUIRED:

ROOM HIRE: MEMBER £100 NON MEMBER £200

BAR: YES / NO (please circle)

BAR EXTENSION: YES / NO until **11:30** OR **MIDNIGHT** (Please Circle) £25 per 30 Minutes

AREA OF HIRE: BAR & BISTRO / DANCE FLOOR (MAXIMUM 100 GUESTS)

BAR & BISTRO / DANCE FLOOR / LOUNGE BAR
(MAX. 150 GUESTS – PLEASE NOTE THE LOUNGE BAR WILL NOT BE EXCLUSIVE TO YOUR FUNCTION)

CATERING: YES / NO (please circle)

Due to Health & Safety requirements, all Catering will be provided by the Club. Celebration Cakes are permitted. Catering starts from £7.95 per head for hot or cold food. Please discuss with the Bar/Catering Manager your specific requirements. Children's parties can be catered from £5 per head.

ENTERTAINMENT: YES / NO (please circle)

The Club can provide details of a DJ/Disco if required. Prices start at £120

TOTAL NUMBER TO ATTEND FUNCTION:

Club Members _____ Guests _____ Total _____

Please Note: A full Guest List is to be submitted to the Club at least 7 days before the event.

ADDITIONAL REQUIREMENTS:

TABLECLOTHS: £3.50 per cloth _____ cloths WINE CORKAGE: £6 per bottle _____ bottles

SPECIAL REQUESTS: KIDS PARTY (2 hours max) from £50 WAKE midweek from £50

OTHER: _____

Signed _____ Date _____

Only to be signed when Club Notes have been read & fully appreciated

Club Notes

The following notes are for your help & guidance:

All persons involved with the hire of the Club facilities or attending the associated functions are at all times subject to the rules and conditions of the Club.

The Club reserves the right to hold the hirer responsible for any loss or damage occurring during the period associated with the hire. A £100 refundable deposit will be required to cover any undesirable eventuality, eg. Police involvement, breakages, rowdy behaviour, etc. and will be returned or withheld where appropriate.

The Club reserves the right to refuse or restrict entry to any person attending for a private function.

Wine NOT provided by the club will be charged corkage at the rate of £6 per bottle. Bottles must be handed to a member of the bar staff for opening. The Club will provide glasses. No Alcohol, other than wine, is allowed on the premises.

BAR OPENING TIMES:

Normal Bar times 10:50pm Last Orders
 11:00pm Time at the bar
 11:20pm Drinking up time

Bar Extension (a) 11:20pm Last Orders
 11:30pm Time at the bar
 11:50pm Drinking up time

Bar Extension (b) 11:50pm Last Orders
 12 midnight Time at the bar
 00:20am Drinking up time

Bar Extensions of £25 per half hour to be added in all cases.

ROOM HIRE:

Member - £100 up to a maximum of 150 guests (100 guests for exclusive use of the Bistro/Dance Floor area. PLEASE NOTE: **the Lounge Bar area will NOT be exclusive to your function.**

Non Member - £200 up to a maximum of 100 guests (Use of the Bistro/Dance Floor area only. Lounge Bar is for members only). The cost of a licence from Gosport Borough Council is included in the Non Member room hire at the appropriate rate.

Table Cloths can be provided at £3:50 per cloth

The Club can provide details of a DJ/Disco if required. Prices start at £120.

Any special requirements can be discussed with the Bar/Catering Manager.

A full Guest List is to be submitted to the Club at least 7 days before the event.

PAYMENT TERMS & CONDITIONS

50% of Room Hire to be paid at time of booking.

Balance due 3 weeks before the date of the function, including £100 refundable damages deposit.

Cancellations may result in payment of expenses incurred by the Club. In such cases the following cancellation fee may be charged:

Up to 48 hours prior to the function, 50% of the total amount will be charged.

Within 48 hours of the function date, 100% of the total amount will be charged.

£100 refundable damage deposit will be returned or destroyed after the function if no damage occurred.

ADDITIONAL INFORMATION

Certain function requests, such as 18th & 21st Birthday Parties, will require the approval of Management Committee.

Due to Health & Safety requirements, all catering will be provided by the Club. No food to be brought on the premises. Celebration Cakes are permitted. Catering starts from £7:95 per head for hot or cold food. Please discuss with the Bar/Catering Manager your specific requirements. Children's parties can be catered from £5 per head.

Smoking is permitted ONLY in the designated outside smoking area towards the rear of the building. No glasses to be taken outside. No e-cigarettes allowed within the building.

Guests remain the responsibility of the named organiser of the function who should remain at the function until the end of the day/evening.

Your personal data will be stored for one calendar year should any further bookings or contact be required.

If you require further assistance please do not hesitate to contact the Club on 02392550381

OFFICE NOTES: