



**Cheltenham Area Civil Service Sports Association**  
 Tewkesbury Road, Cheltenham, GL51 9SL  
 Tel/Fax: 01242 680424 Email: manager@cacssa.co.uk

**SOCIAL EVENTS BOOKING FORM**

Hiring Member's Name \_\_\_\_\_ Membership No. \_\_\_\_\_

Hiring Member's Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Tel:..... Mobile:..... Signature:.....

Organiser's Name  
 (if different from above) \_\_\_\_\_

Organiser's Address \_\_\_\_\_

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

Tel:..... Mobile:.....

<b>REQUIREMENTS</b>	
<b>Please write clearly</b>	
Date: _____	Numbers: _____ <small>(To be adjusted no later than 48 hours before the event)</small>
Time Required: _____ <small>(Friday and Saturday - Bar closes 11.30pm, Music ends at Midnight, Vacate Club by 12.30am)</small>	From: _____ To: _____
Type/Title of Function: _____	Bar Required: Yes/No
<b>Function Room</b> <input type="checkbox"/> £..... Mon-Thurs £15 per hour (minimum £30); Fri – Sun £25 per hour (minimum evenings £125)	<b>Geoff Hardy Room</b> <input type="checkbox"/> £.....
<b>Skittle Alleys Only:</b> 1 or 2 (.....) £..... <small>(£20 per Alley)</small>	<b>Stickers:</b> No..... £.....(£7.50 per hour) Time: From.....To.....
Room Set-up: (Dance Floor, Tables, etc.)	CACSSA Disco: £30 per hour (min £120) Yes/No
Food Required: Buffet No..... Special requirements: _____	Numbers: ..... Time: (7pm - 9pm) .....
<small>See Buffet Menus (Minimum <b>4 days</b> notice required) For Health and Safety reasons we are unable to allow self-catering</small>	
Wine (for Toasts) Yes / No	Numbers: .....
<small>(The number may be adjusted no later than <b>48hrs</b> before the event)</small>	
Deposit: A £50 deposit against damages is required at the time of booking, to be returned one week after the event, less any breakage/damage costs incurred.	
<b>Full payment is required 1week prior to a function (cash, cheque or debit card).</b>	
<i>For Office Use:</i>	
Deposit Paid: ..... <small>(£50 Function, £20 Skittle Alley)</small>	Date:.....
Deposit Returned:.....	Date:.....