



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 Members Name _____ Membership No. _____

Hiring Members Address _____
 Postcode _____

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

Organisers Name
 (if different from above) _____

Organisers Address _____
 Postcode _____

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

PLEASE CONFIRM THAT YOU HAVE READ & UNDERSTOOD OUR FIRE EXIT POLICY
Signed.....

REQUIREMENTS	
Please write clearly to enable us to meet your requirements correctly	
Date Required:	Numbers: (To be adjusted no later than 48hrs before the event)
Time Required:	From: To: (Friday and Saturday - Bar closes 11.30pm, Music stops at Midnight Vacate Club at 12.30am)
Type/Title of Function:	Bar Required: Yes/No
Function Room <input type="checkbox"/> £..... (Mon-Thurs £15 per hour	Geoff Hardy Room <input type="checkbox"/> £..... Fri – Sun £25 per hour)
Skittle Alleys Only: 1 or 2 (.....) £..... (£20 per Alley)	Stickers: No..... £.....(£6.50 per hour) Time: From.....To.....
Room Set-up: (Dance Floor, Tables, etc.)	CACSSA Disco: £30per hour (min £120) Yes/No
Food Required: Buffet No.....	Numbers: Time: (7pm - 9pm)
See Buffet Menus (Minimum 4 days notice required) For Health and Safety reasons we are unable to allow self-catering	
Wine (for Toasts) Yes / No	Numbers:
(The number may be adjusted no later than 48hrs before the event)	
<i>For Office Use:</i>	
Deposit Paid:	Date:.....
(£50 Functions, £20 Skittle Alley)	
Deposit Returned:.....	Date:.....

We request that full payment is made 2 weeks prior to your function

Word/FORMS/SocialEventsBookingForm

THERE IS A NO-SMOKING POLICY INSIDE THE CLUBHOUSE
However smoking is permitted in allocated areas outside



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SOCIAL EVENTS – CONDITIONS OF HIRE

Rooms for Hire

Function Room (up to 120 persons) Geoff Hardy Room (up to 150 persons)
£15 per hour Monday to Thursday
£25 per hour Friday, Saturday & Sunday
Skittle Alley £20 per alley

THERE IS A NO-SMOKING POLICY IN THE CLUBHOUSE
However smoking is permitted in allocated areas outside

Bookings can only be made by a member (the Hiring Member)

Non-members can only attend functions through the direct invitation of members

Functions are not to be advertised outside the Civil Service premises unless authorised

Admission charges are not permissible unless authorised by CACSSA

Hiring Members should be present at the function

Any damage will be charged to the Hiring Member

A disco can be provided if requested but function organisers can make their own arrangements

Only temporary fixtures that will not cause damage may be used and must be removed at the end of the event

All drinks must be purchased from the Club.

For special occasions, organisers can provide their own drinks for toasts etc., corkage will be charged

All food will be provided by the Club.

For Health & Safety reason we are unable to allow self-catering.

We have a varied selection of menus all available from the clubhouse or visit our web-site at www.cacssa.co.uk

Please make your deposit cheque out to CACSSA - £50 for functions and £20 for skittle alleys, This is non-refundable in the event of a cancellation or any damage caused.

Where increases in Hire Charges have been made after the booking and payment of deposit, but before full payment, the Management reserve the right to apply these increases. However once final payment has been made the prices agreed at the time of booking will be honoured.

This agreement is made between the Association and the Hiring Member. The Association agrees to permit the Hirer to use the premises only for the purpose and the period requested, subject to the Conditions above.

CACSSA FIRE EXIT POLICY

- Each of our rooms is equipped with the relevant Fire Extinguisher(s)
- On hearing the Fire Alarm please leave the building as quickly and calmly as possible by the nearest Fire Exit
- Make your way to the “Fire Collection Point” situated on the Front Lawn by the entrance to the clubhouse