Norfolk County Council Staff Sports and Social Club
Application to use premises, including exclusive use of the Capon Lounge, for NCC formal staff functions outside of normal opening hours and where Rule10.2.4 needs to be applied. Applications can only be made by Social Club members.

This form is an application form, not an agreement, and the Management Committee will determine every application on an individual basis. The right to refuse any application is reserved. The applicant will be advised of the Management Committee's decision ASAP.
It is advisable for applications for room hire to be submitted at least 2 calendar months before the date of the event in order to facilitate consideration by the Management Committee at their monthly meeting. In certain circumstances late applications may be able to be accommodated.

Events where an admission charge is proposed and/or events of a political nature are not acceptable and therefore such applications will be declined.

The normal times the Club is available are

Wed 17.30 – 23.00 Thurs 17.00 – 23.00 Friday 16.30 – 23.00

The charge is £40.00 per hour, additional charges may apply for staff opening up and clearing up time
A £25.00 booking deposit (cash or BACS) must be submitted with this application form.
The remainder of the full hire charge must be paid one month prior to the event.

Payment may be made by cash, or bank transfer.

- Cash to be handed to an officer of the Club or a member of the bar staff on duty.
- Bank Transfer details: Sort Code 30-96-17Account Number 00782616. Please use surname and date of event as payment ref *e.g. BOND 04.02.18*.When paying by bank transfer please send an email to howardtony53@gmail.com to confirm the bank transfer has been made.

Please note that whilst free car parking is usually available on site it cannot be guaranteed.

Terms and Conditions

1. The applicant must be in attendance at all times whilst the Capon Lounge is in use in connection with the event

2. No drink can be brought on to the premises without prior agreement of the Management Committee.

3. Decorations (e.g. banners, balloons, photographs) are permitted by agreement only, and in certain areas and subject to approved fixing methods. They must be removed at the end of the hire period.

4. The applicant is responsible for ensuring that the room(s) and barbeque (if applicable) are left clean and tidy and that the furniture is restored to its original position.

5. The applicant will be liable for meeting the cost of any breakages and of rectifying any damage, including damage to paintwork

6. The premises must be vacated promptly..

7. In the unlikely event that the Club has to cancel any booking due to circumstances which are unforeseen and/or beyond its control its liability will be limited to the refund of the hire charge only. It will not accept responsibility for any other losses, financial or otherwise, arising from such a cancellation.

8. PLEASE PROVIDE THE FOLLOWING DETAILS

Name:

Membership No:

Home Address

Contact Telephone Numbers

Email (if applicable)

Date of Event

Brief Description of Event

Entertainment type (if any)

Expected number of attendees (max 180)

WHAT FACILITIES DO YOU REQUIRE (*delete as applicable) **AND AT WHAT TIMES**

MAIN BAR	From	Until
THE KITCHEN *YES/NO	From	Until
THE BARBEQUE *YES/NO	From	Until

I agree to abide by the Terms and Conditions of hire and confirm that the details given above are correct. I understand I am responsible for ensuring the Club Rules regarding membership are met.

Signed…… Date……

This form is to be submitted to the Activities and Publicity Officer