



## Facilities Booking Form

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

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

Email address: \_\_\_\_\_

Phone: H \_\_\_\_\_ Mob: \_\_\_\_\_

Date required: \_\_\_\_\_ Event times: from \_\_\_\_\_ to \_\_\_\_\_

Setting up time: from \_\_\_\_\_

Type of Function: \_\_\_\_\_

Approximate number of people expected \_\_\_\_\_

Areas required: Kitchen:  Clubhouse:

Rear of Clubhouse Only:  Marquee:

### Fees:

Clubhouse . Evening Function **£150**

- Includes provision of 2-3 bar staff from 7.30 to 11.00pm
- All drinks to be sold via WTC bar.

Clubhouse . Evening / Afternoon Function **£50**

- This does not include any provision of bar staff. Please discuss afternoon bar arrangements if required.

Hire of Marquee - **£75**

- You will need, ideally, 6 people to erect and take down the marquee. Full instructions are available.

Clubhouse . Afternoon children's party **£30** (rear of clubhouse + kitchen only)

**I have read and agree to the booking terms and conditions.**

Please return this form with your full payment . cheques to be made payable to Welwyn Tennis Club

Patsy Daeche  
Lindens Gate, Chantry Lane, Hatfield AL10 9PH  
email: [p.daeche@sky.com](mailto:p.daeche@sky.com)  
tel: 01707 886614 mob:07906 600807

## Bookings, Terms and Conditions

1. The Clubhouse is only available for use to club members, or via a club member who will be present at the event.
2. Full payment is required upon booking.
3. A damage waiver of £100 is also required at the time of booking. This will be held against any damages, or extra cleaning costs that may be incurred by the club. The balance will be returned to the hirer after the event. Please supply a separate cheque for this amount with you booking.
4. The clubhouse will normally be available immediately prior to your event for decorating, etc, but please check this at the time of booking.
5. Confirmation of booking will be sent upon receipt of both hire fee and damage waiver.
6. Please ensure you receive email confirmation of availability and your booking from WTC Social Secretary before proceeding with any further arrangements.
7. The Clubhouse must be left in the same way that it was found - i.e. decorations removed and no marks to paintwork, etc, furniture back in original positions, all rubbish cleared and deposited in the large bins on the corner entrance of the car park, and please leave both kitchen and toilets clean and tidy.
8. If the clubhouse cannot be completely cleared on the night of your event, please ensure that this has been completed satisfactorily **no later than 10.30am** on the following morning. For daytime functions, the clubhouse should be restored to its former state on the same day.