



**WOLVERHAMPTON
ELECTRICITY**

St Marks Rd
Chapel Ash
Wolverhampton
WV3 0QH
Tel No 01902 422832

APPLICATION FOR ROOM HIRE MORETON SUITE

The 'Moreton Suite' is a function room that can be hired by Members and Non Members of the club.

This is at the discretion of the committee and the hire can be cancelled if it is not considered detrimental to the club rules or working practises as directed in the **Licensing Act 2003**.

Conditions for the Hire of the 'Moreton Suite' are Detailed Below.

FORM E2

a	In accordance with the Fire Regulations the maximum number of people allowed in the room is 120 (one hundred and twenty)
b	All members must register their guests as temporary members by means of a written list to be handed to the Steward or designate on commencement of the event
c	All drinks should be purchased at the bar in the 'Moreton Suite' and for safety precautions should not be carried down stairs.
d	Children are welcome but must be kept under strict control of parents at all times.
e	Catering requirements must be directly made with the caterer or in his absence the Steward or his designate Self-catering is allowed but in this case the kitchen is not available to the hirer unless advanced approval of the committee has been granted.
f	Parking facilities are available in the clubs two car parks and the adjacent public car park in Clifford St.
g	Entertainments should end as directed (Standard Hours Bar Closes at 11.30pm Club closes at 12.00pm)
h	Charges for Room Hire are as Appendix 1 detailed below
i	The reservation is not binding until confirmed by the paid deposit.
j	The deposit is refundable seven days after the hire provided that the room has been left in good order and no breakages or damage has occurred to the building or contents of the property.
k	In the event of a cancellation the committee reserve the right to levy a cancellation charge of 50% of the deposit fee.
l	Any provisional bookings are held for seven days maximum and must be accompanied with a £10 provisional booking fee which is deductible from the deposit when the booking is confirmed.
m	The room is available for Preparation Between the Hours of 11.00am to 3.00pm only

Appendix 1

ROOM HIRE, CHARGES. MEMBERS £90 (Inc Deposit)

NON-MEMBERS/NEW MEMBERS £100 (Inc Deposit)

MEMBERS ROOM HIRE £50 + DEPOSIT £40 = £90.

NON-MEMBERS/NEW MEMBERS £50 + DEPOSIT + MEMBERSHIP £10 = £100

FOR 18th AND 21ST FUNCTIONS THE DEPOSIT IS £100

Bar Staffing Overhead 'Extended Hours' above 'Standard Hours'

will be charged at £10 per Half Hour

I HAVE READ THE ABOVE AND AGREE WITH THE DIRECTIVES AND CONDITIONS STATED AND I WILL BE PRESENT, or TOTALLY RESPONSIBLE FOR THE EVENT

Signed: Date:

NAME.	Tick applicable	
TEL NO.	NON MEMBER.	MEMBER.
MOB NO.	RETIRED MEMBER.	LIFE MEMBER.
Email Address.	HIRE DATE.	
ADDRESS.	TIME of HIRE. FROM () TO ()	
	Type of FUNCTION.	
	CATERING IF REQUIRED. YES / NO	
	REMARKS.	
POST CODE.		