

# Southwick Sports & Social Club

11 The Twitten, Southwick, West Sussex, BN42 4DB – Telephone: 01273 380009

## Special Event Application Form

To allow club members to celebrate personal occasions using the club facilities and to supply their own food and entertainment if required.

### Applications:

- Must be made using this Special Event Application form and submitted to the Club Steward [currently Ray Garrod], with as much notice as possible **BEFORE** the event date.
- Applications will be considered in order of receipt.
- All applications are considered by the General Committee, at the first opportunity after receipt of the proper event application form. The General Committee meetings are held on the third Tuesday of each month.
- An application will be considered with a view to the day/evening being deemed suitable according to Club activities and especially Saturday evening social bookings.
- Guest numbers will be agreed and controlled by the General Committee upon presentation of application.
- Once your application has been approved by the General Committee, a payment of £100 **must** be paid to the Club in order to secure your event.

**All decisions, regarding Special Events, are made at the FULL DISCRETION of the Club Committee**

### Guests: \*Maximum 50\*

**7 days** before the event you **must** supply the Club Steward with a written guest list. Please be aware that the member making the event application is **fully responsible for all guests** and he/she should ensure that they follow the club rules whilst on club premises.

### Under 18s:

Under 18s are welcome to attend a member's event, but as stated in the club rules children must be supervised at all times – failure to do so may result in the parents' being asked to remove the children from the premises.

### Food:

All food brought into the club should be made available to all members and guests who are using the club at the time of the event. Due to food safety concerns **no hot food** will be allowed – **cold buffets only**. The clearing away at the end of the event of all food, plates, etc., is entirely the responsibility of the member who is hosting the event.

### Entertainment:

The club cannot offer private parties and all facilities are available to members at all times and any entertainment booked will be advertised on the notice board, club website and Facebook as a member's party/event.

Applicants name:	Club membership number:

Contact telephone number:	Email address:
Home:	Mobile:

Event date:	Event type: e.g. Birthday / Retirement / Wedding Anniversary	Event times: e.g.: 7:30pm-11:30pm

### Attendance numbers:

Existing club members:	Guests:	Under 18s:

As the party/event host I confirm that I have read and understood the above conditions and I confirm that I fully accept the terms of booking. (It is suggested that you retain a photocopy of this document for your own records.)

Members signature:	Date: