



BRAMLEY WORKING MENS CLUB

Function & Event Booking Form

Elder Road, Bramley, Leeds LS13 4BY | Tel: 0113 256 5354 | elderroadclub@outlook.com | VAT: 169 052 848 | FCA Reg: 1654W

Hirer's Name:

Room Hire Date:

Telephone / Mobile:

Room to Hire:

Email Address:

Day / Evening / Both:

Event Type:

Function Timings

- | | | | |
|-----------------|--------------------------------|------------------|------------------------|
| Day: | 12 noon (set up) | • Bar 1pm – 4pm | • Departure by 4.30pm |
| Evening: | 6pm (set up) | • Bar 7pm – 11pm | • Departure by 11.30pm |
| Both: | Bespoke timing can be arranged | | |

Room Hire Charges

Room	Sun–Thu (Day or Evening)	Friday (Day)	Saturday (Day)	Fri & Sat (Evening)
Concert Room	£50	£50	£50	£100
Lounge	£50	£50	£50	£50

These hire charges are additional to the £50 returnable damage deposit payment.

Summary & Payment

Summary of Room Hire

- A £50.00 returnable damage / additional-cleaning deposit is payable in cash with this form.
- Room Hire Charges (as per the chart above) are payable 21 days prior to the event date.
- The returnable deposit will be refunded once the room has been inspected and will be available behind the bar the following evening.

Evening Extension required: ☐ Yes ☐ No (extension to 11.30pm bar closure, departure by 12 midnight — additional £30.00)

BANK TRANSFER PAYMENT DETAILS

Account Name: Bramley Working Mens Club & Institute Sort Code: 05-01-06 Account Number: 56698194

Payment Reference: RH (NAME - BOOKING DATE)

Use the hirer's name and event date in the reference so your payment can be identified.

FOR BWMC OFFICE USE ONLY

Deposit Received: £
Date Received:
Payment Method:

Room Hire Charges: £

To be paid 21 days prior to the event date

I agree to abide by the BWMC Terms and Conditions set out overleaf.

Signature of Hirer:

Date:

By signing this form, you allow Bramley Working Mens Club to collect your details for the sole purpose of processing this booking and, if required, the CIU. These details will not be used or transferred to any third parties. You have the right to withdraw your consent at any time.

I would like to receive marketing information about club events, offers and news via email, SMS, WhatsApp and mail: ☐ Yes ☐ No



BRAMLEY WORKING MENS CLUB

Terms & Conditions for Function / Event / Party Bookings

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In these Terms and Conditions, "BWMC" means Bramley Working Mens Club, and "the hirer" means the named contact person on the booking form.

1. All bookings are subject to a £50.00 deposit payment. This will be refunded up to 24 hours after the function, providing there has not been any of the following: (a) damage to BWMC property; (b) trouble or unreasonable behaviour at the function; (c) illegal substances brought into or used in BWMC or its grounds by any guests; (d) guests bringing their own drinks into BWMC or its grounds (unless prior agreement has been made); (e) underage drinking occurring on the premises. If any of the above occurs, BWMC has the right to stop the function and ask all guests to leave — no monies will be refunded.
2. The hirer is responsible for any costs incurred above the deposit amount due to damage or additional cleaning and will be billed accordingly.
3. The full amount / balance must be paid and cleared 21 days prior to the function date.
4. No refund of the room hire charge will be given if the function is cancelled within 21 days of the function.
5. If the type of function varies from the type originally booked, BWMC reserves the right to close the bars and request all guests to leave. No refund of deposit or room hire will be given under these circumstances.
6. BWMC operates an ID policy. Any guest who looks under 25 and cannot prove they are over 18 will be refused service at the bar. Only original forms of ID (full or provisional driving licence, birth certificate, or passport) are accepted — photographs or copies are not.
7. BWMC accepts no responsibility for food, decorations, or prizes brought onto the premises by the hirer. Setting up and clearing away of all food, décor, and equipment is the responsibility of the hirer.
8. Banners may be attached using blue tack only. Ordinary balloons are permitted (no confetti balloons) but must be removed by the hirer on the day/night of the function unless otherwise arranged.
9. Glitter, confetti, party poppers, and fireworks are NOT permitted. Failure to comply may incur an additional cleaning charge.
10. Access to all doors and fire exits must be kept clear at all times.
11. Any BWMC official or staff member may enter the hired room at any time to confirm the Terms and Conditions of the booking are being applied.
12. No music is to be played after 11pm. For evening functions, the hirer and their party must vacate the premises 30 minutes after last orders. For day functions, the hirer and party must vacate 30 minutes after the event's end time.
13. BWMC cannot accept responsibility for loss or damage to guests' property within BWMC or its surrounding grounds.
14. Please ensure guests are respectful of our neighbours when leaving BWMC.
15. It is the hirer's responsibility to ensure any bouncy castle hire or similar has the relevant insurance in place, as BWMC's insurance does not cover these items.
16. Children must be supervised at all times. They should not be allowed to play unsupervised anywhere on the premises, including outside. Unsupervised children causing a disturbance may be asked to leave with their parents/guardians.
17. If BWMC is unable to fulfil a booking due to circumstances beyond its control (fire, flood, accident, act of God, or other emergency), non-performance is excused and BWMC may terminate the contract without further liability, other than reimbursing any sums already paid. BWMC shall not be liable for any consequential damages.
18. BWMC retains the right to vary these Terms and Conditions as necessary and without notification.

Last Orders

Monday to Saturday: 11pm

(unless an extension is arranged and paid for prior to the function, to allow until 11.30pm)

Departure

Please ensure any transport is booked prior to the function finishing.

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