



Grange-Woodbine Residents Association Club Ltd. FUNCTION ROOM BOOKING FORM

MEMBERS NAME: _____

ADDRESS: _____

TELEPHONE NO/MOBILE: _____

BOOKED FOR: (NON-MEMBER NAME): _____

ADDRESS: _____

TELEPHONE NO/MOBILE: _____

DATE OF FUNCTION: _____

TYPE OF FUNCTION: _____

APPROX NUMBERS: _____ **AREA BOOKED:** HALL SMALL LOUNGE

IS THE PARTY A "SURPRISE"? YES NO please tick one.

IF YES PLEASE GIVE ALTERNATE CONTACT NO: _____

*****IF YOU REQUIRE WHITE PAPER TABLECLOTHS FOR YOUR FUNCTION THERE IS AN
ADDITIONAL CHARGE OF €20.00 PAYABLE WITH DEPOSIT.*****

Hall Rent – €200.00 for Friday, Saturday and Sunday nights €150.00 for Monday – Thursday nights €100.00 if Hall is booked for Meeting (no bar)		
Small Lounge: €100.00 for Friday, Saturday and Sunday nights €60.00 for Monday – Thursday nights		
Balance of all Fees must be paid IN FULL to the Club Manager one month before the date of the Function otherwise the Booking will be cancelled and deposit is non-refundable.		
AREA BOOKED	DEPOIST	AMOUNT PAID
HALL	€100.00	
SMALL LOUNGE	€50.00	

IMPORTANT: PLEASE READ CONDITIONS ON BACK OF THE FORM BEFORE SIGNING

Booking deposit required for all Room Bookings and is non-refundable. Full payment is required 1 month before the function.



TERMS AND CONDITIONS OF ROOM BOOKINGS:

1. Members Booking functions for Non-Members **MUST** accompany the Non-Member when making the Booking with the Club Manager.
2. The Member Booking the function **MUST** be in attendance for the **ENTIRE** party, and is responsible for the conduct of all visitors on the night.
3. Any Member failing to attend any function they book, will be refused any future applications, **AND** will be liable for a **€150.00 penalty fee**.
4. List of names of all guests attending must be given to the Club Manager on the night of the function.
5. On arrival, **ALL** guests must sign the attendance book in the Reception Area, this is a Health and Safety requirement.
6. The Management reserve the right to refuse admission.
7. All spillages must be reported to the **BAR STAFF IMMEDIATELY** and all Food Waste, plates etc. must be removed from the tables before the function ends.
8. Any leftover food remaining in the kitchen **MUST** be removed before 12 noon the following day, or it will be disposed of. It is your responsibility to ensure that your caterers leave the kitchen clean and tidy. This is a Health & Safety regulation and **A CLUB RULE**.
9. NO "Sparkle Confetti" is permitted on the tables. No decorations may be stapled to tables and type of Hall decorations must be advised in advance to the Club Manager.
10. **MUSIC (Band, DJ etc.) MUST FINISH when BAR CLOSSES.**
11. **HALL AND SMALL LOUNGE MUST BE VACATED BY 1AM.**

**BY SIGNING THIS APPLICATION YOU AGREE TO ALL OF THE ABOVE CONDITIONS.
PLEASE MAKE SURE YOU GET A COPY –**

MEMBERS SIGNATURE: _____

NON-MEMBERS SIGNATURE: _____

**FOR ENQUIRIES AND AVAILABILITY PLEASE TELEPHONE OR EMAIL THE CLUB MANAGER:
PAUL KEARNS: (01) 8476640 – Mon & Wed from 7.30pm-9.30pm
Email: grangewoodbineresidents@eircom.com**

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