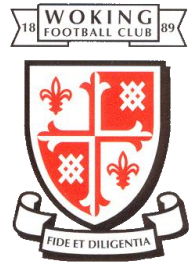




Woking FC

KINGFIELD STADIUM
CARDINALS BAR | MEMBERS BAR | SPONSOR'S LOUNGE



Venue / Function Enquiry Form At Woking Football Club, Kingfield Stadium, Woking, GU22 9AA

Client Details (the hirer)

Client Name	Client Address
Tel No (day)
(eve)
Email

Event Details

Nature of Event	Times (access)
Date(s) of Event	(start)
Approx No of Guests	(end)

I have read and understood the relevant terms and conditions enclosed. I will adhere to all the necessary requirements within the venue's printed terms and conditions.

Signed (the hirer)	Date
Print Name		

Please make all cheques payable to **Woking Football Club**. Thank you.

Thank you for your interest in The Cardinals Bar & Function Rooms at Woking Football Club.

CONFIRMATION (FOR OFFICE USE ONLY)

Price Tariff	DEPOSIT OF £100 REQUIRED TO CONFIRM BOOKING
	Balance payable 14 days prior to event (as per condition 5b overleaf)
Venue Hire	(Cardinals Bar / Members Bar / Sponsor's Lounge)
Door Staff	
Catering	(Own food @ £40 / use of kitchen @ £70 / buffet @ £ ph x)
Entertainment	(Disco @ £250)
Other



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Venue / Function Terms & Conditions

At Woking Football Club, Kingfield Stadium, Woking, GU22 9AA

1. **As a licensed venue, the management of The Cardinals Bar reserve the right to:**
 - a. Refuse entry to the venue and its grounds to anyone they feel are, or will be, a nuisance.
 - b. Close the function rooms, bar, or function at any time should they feel threatened, a law may be broken or that the hirer or their guests may become a nuisance.

2. **Food & Drink coming into the venue:**
 - a. No drink of any kind is allowed into the venue without prior consultation with the management of The Cardinals Bar. Any drink brought into the venue without prior consultation can and will be confiscated by any member of staff.
 - b. Due to other catering suppliers on site at Woking FC, prior agreement for hirer's own catering should be agreed with the venue management.

3. **18th & 21st Birthday celebrations:**
 - a. Please ensure all guests are able to supply appropriate proof of age identification.
 - b. The hirer will pay a refundable deposit of £200 against any damages or breakages to the facilities by any of the hirers or their guests. The deposit will be returned after the function after an inspection of the premises by a member of management.

4. **Roles and responsibilities of the hirer:**
 - a. The venue is only licensed for private hire. On no account should the hirer sell tickets for entrance to the venue.
 - b. The hirer and their guests agree to leave the venue when asked by staff of the venue, and to respect the local residents when leaving - by leaving quietly and in an orderly fashion.
 - c. The hirer will reimburse Woking FC for damage, loss of, or for damage of any description during their period of hire
 - d. The venue, including the car park, should be left in a clean and tidy condition.
 - e. The hirer accepts that this agreement to hire is given on the strict understanding that Woking FC, its managers, franchise and staff shall not be held liable in any circumstances for any loss or damage to any property or in respect of any injury to any persons whatsoever.

5. **Payments and Cancellations:**
 - a. Only on receipt of the requested deposit is the booking secure.
 - b. Any remaining balance stated in the booking form should be paid 14 days prior to the event. Failure to do so will result in the booking being cancelled.
 - c. No deposits or monies paid toward the venue hire will be returned at any time.
 - d. Should the hirer have booked any other service (e.g. entertainment or catering) through the venue, the venue has the right to charge for full payment of these services if the cancellation is less than 14 days from the event date.