



**Ludgershall Sports & Social Club**

37 Tidworth Road, Ludgershall

Andover, SP11 9QE

Our Aim

To deliver high quality social, sports and entertainment amenities to all club members, visitors and other users in a safe, courteous and friendly environment at a reasonable cost and in line with the long term viability of the club.

**THE PADDOCK SUITE APPLICATION FORM**

**To Book Contact [Wendy Price or Nigel Mead 07436955082](mailto:wendy@ludgershall-sports.com)**

**Email [info@ludgershall-sports.com](mailto:info@ludgershall-sports.com) or [wendy.woos@icloud.com](mailto:wendy.woos@icloud.com)**

Please read the terms and conditions found overleaf. All costs are to be paid in advance. Cheques (*made payable to Ludgershall Sports & Social Club*) must clear before the event.

APPLICANT DETAILS	
<b>Name</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>E-Mail Address</b>	

EVENT DETAILS	
<b>Date of Event</b>	
<b>Timings</b>	
<b>Type of Event</b>	
<b>Number Attending</b>	
<b>Would you like use of the kitchen?</b>	
<b>What are your catering details?</b>	
<b>Would you like to purchase Hellium from us?</b> <i>(charges apply)</i>	
<b>Would you like us to provide Welcome/Toasting drinks?</b> <i>(charges apply)</i>	
<b>Would you like us to provide you with round tables?</b> <i>(charges apply)</i>	
<b>What are your entertainment details?</b>	
<b>Would you like early access for setting up your party?</b>	



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**THE PADDOCK SUITE/REAR GROUNDS  
APPLICATION FORM**

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**TERMS & CONDITIONS – PRIVATE HIRE**

1. All applications will be considered by the committee and will depend on availability.
2. We reserve the right to refuse entry to guests as it deems necessary.
3. Persons under 18 Years are the responsibility of the hirer will have a duty to ensure that these guests do not purchase or drink alcohol. The Club follows the Challenge 25 Scheme and operates a strict policy on underage drinking and any contravention will be reported to the police.
4. All costs to be paid prior to the event date.
5. A non-refundable booking deposit of £100.00 is required at time of booking.
6. A **refundable** surety of £100 to cover damages and extra cleaning costs is required at time of booking.
7. If own alcohol is brought to the club a "corkage charge" will be levied per head.
8. If the outside area is used for marquee etc a charge per square yard will be levied along with a utility charge per hour of hire.
9. Children are not allowed anywhere in the premises unaccompanied.
10. The members lounge is out of bounds as are the amenities, furniture, darts area, gaming machines and pool tables etc.
11. The clubs licensing hours are to be adhered to.
12. Last orders are 10 minutes before the bar closes. There is 20 minutes to finish drinks. Entertainment stops when the bar closes.
13. Glasses and bottles are not allowed on the dance floor or outside except with prior permission.
14. Entrance to the suite is through Astor Crescent.
15. All cars and property are left at owner's risk. Ludgershall Sports & Social Club accepts no responsibility for damage to cars and property on its premises.
16. Only staff and authorised persons are allowed in the kitchen.
17. Only drink purchased on the premises is allowed for consumption.
18. A maximum of 120 persons seated is allowed.
19. A person may be nominated by the Club to ensure that the terms and conditions are complied with and the person nominated must have unfettered access to the function.

**PLEASE NOTE**

1. Ludgershall Sports & Social Club will provide a quote on application. Numbers of guests can be modified up to 10 clear working days prior to the event, after this the numbers requested are firm.
2. We must be informed of any special needs and the number of disabled guests for safety reasons.
3. Bar staff are provided in The Paddock Suite hire charge. Normally Catering and Entertainment will provided by the hirer but the Club will always try to assist in this area.
4. Hirers are responsible for clearing up after the hire period.
5. No blue tac, white tac or sellotape is to be used on the walls. You are permitted to use the bar, beams and doors for decoration.
6. The gates to the Astor Crescent entrance are not locked at the end of the evening and any vehicles left on the premises are done so at the owners risk.