



Private Party Booking Form – Function Room

Name/Organisation			
Details	Date:	Start:	Finish:
Type of Event			
Number of Attendees			
Contact Details	Phone Number(s)	Email Address	
What Time is Access Required?	Before	After	Day After
Further Details	Food	Decorations	Entertainment
Special Requirements	Disabled	Babies	Other
Special Requests or Details (e.g. specific drinks, seating layout, background music, projector, microphone, bouncy castles, etc.)			
<p>Please note that if Bouncy Castles are to be used then evidence of specific valid liability insurance must be provided before installation.</p>			

Before confirming the booking the organiser must both acknowledge and accept the following:

- **The Brig is a member of Normanton and Altofts Pub Watch and attendees at the event must not be subject to a current Pub Watch ban.**
- **The interior and exterior of The Brig are covered by CCTV for the purposes of public safety, crime prevention, detection and prosecution of offenders. The scheme is controlled by Altofts Community and Sports Foundation.**
- **All children under 16 attending the event must be accompanied by an adult aged 18 or over at all times when on the premises, including the garden area.**
- **Access to the garden area is at the discretion of the steward or their deputy at the time of the event.**
- **Evidence of insurance must be provided for the use of Bouncy Castles.**
- **All music must be turned off before midnight in accordance with our licence.**

We are keen to ensure that everyone attending the event, those using other rooms in the building and the garden area, our staff and our neighbours do not have to tolerate behaviour that causes nuisance or spoils their enjoyment. At all times our staff will try to ensure that the party organisers are made aware of any behaviour which may be likely to cause nuisance to avoid escalation.

To assist in advance please provide below the names of key contacts who will be at the event and who will be in a position of responsibility.

Name of primary contact at the event	
Mobile Phone Number	
Name of secondary contact at the event	
Mobile Phone Number	

Please note that a deposit of £50 may be required at the time of booking. This is a deposit, not a booking fee.

The deposit will be refunded in full unless:

- **There is damage to the interior or exterior of the property**
- **Excessive cleaning is required after the event**
- **The event is cancelled with less than seven days' notice**

Signature:	Name:	Date: