

Royal Naval Association Club (Gosport)
Atlantic Room Functions Booking Form
 (2024 Hall Hire Costs)

Function Date:		Type of Function:	
Estimated Numbers:			
Applicants Name:			
Membership Number: (RNA Members Only)			
Applicants Address			
Applicants Telephone:			
Applicants Email:			
Use of Kitchen:	YES	NO	

PLEASE READ THE NOTES BEFORE COMPLETION

- The hire of the function hall will cost £200.00,
- A 50% non-refundable is required when making the booking.
- The full cost of the booking must be paid 28 days prior to the event otherwise the event will be cancelled, and any fees paid will be lost.
- There is a refundable damages deposit of £100.00 required which must be made when the full amount of the booking is made. This deposit is returned to the booker after the event only if the event has been damage free.
- The Kitchen can be hired for an additional cost £50 and must be left clean, tidy and litter free.
- The applicant is reminded that they are responsible for the policing of the event or of providing private security for the event. Any trouble will result in the bar closing
- It is the hirer's responsibility to ensure the club is left in a clean state, all banners, balloons and food to be removed at the end of the function, a cleaning levy of £50.00 maybe charges from the damage deposit (this is at the discretion of the Bar Manager or Bar Staff in Charge)
- The RNA Club accepts no responsibility for food provided at the event
- Guests are not permitted to use the Members Lounge unless they are members of the RNA Club
- Children under 16 must be kept from the bar area at all times.
- Children are only permitted in the club or on the grounds when supervised by an adult. The hirer takes full responsibility for the behaviour of their guest's and children whilst in the premises of the club.

TO BE COMPLETED BY RNA STAFF

Paid in Full:	£200.00	YES	NO
Deposit Paid	£100.00	YES	NO
Damage Deposit Paid:	£100.00	YES	NO
Kitchen Fee Paid:	£75.00	YES	NO
Cleaning	£50.00		N/A
Outstanding balance	£ :	Outstanding balance must be paid 28 days prior to your event.	
Applicants Signature:		Date:	
RNA Staff Signature		Date:	

