



FUNCTION DETAILS

Day _____ Date _____
Time Required To Surprise Party? YES NO (If Yes only supply tel numbers we can contact)
Function Type _____
If it's a Birthday Party, who's Birthday is it? _____
How Old? Number Attending

APPLICANTS DETAILS

Forename _____ Surname _____
Address _____
_____ Post Code _____
Home Tel _____ Work Tel _____ Mobile _____

Email _____ D.O.B / /

CATERING

Buffet A For a total of persons at £ per head = £
Buffet B For a total of persons at £ per head = £
Buffet C For a total of persons at £ per head = £
£ Required by / / (7 days prior to function)
Deposit Received by Date / / Cash / CC / Chq
Buffet Booked By Date / /
Balance of £ To be paid 14 days prior to function
Received by Date / / Cash / CC / Chq
(Disco Booked By Date / /)

ENTERTAINMENT

Disco + DJ Required at a cost of £
Disco fee required by / / (14 days prior to function)
Received by Date / / Cash / CC / Chq

How did you hear out about us? _____

Applicants Signature Date / /

DECLARATION

I have read and understood the terms and conditions overleaf and accept that if they are not adhered to I risk my reservation deposit being non-returnable. I am also aware that I am required to give two months' notice to cancel in order that my reservation deposit will be refunded. I confirm I am over 18 years of age.

Deposit Refund: I confirm that I have received the sum of £ Signed: Date / /



FIVE ON 5 LTD BUFFET OPTIONS

£1.50 per person

Rolls: Sausage / Bacon

£3.50 per person

Pizza
Chicken Pakora
Vegetable Pakora

£4.00 per person

Selection of Sandwiches
Sausage Rolls
Chicken Wings
Quiche
Pizza

£5.00 per person

Selection of Sandwiches
Sausage Rolls
Chicken Wings
Quiche
Pizza
Cocktail Sausages
Vol-Au-Vents

The following terms and conditions must be adhered to at all times whilst booking the function suite at Five on 5 Ltd:

- A **£150 refundable deposit** is required to confirm a function booking. This must be accompanied by a signed function booking agreement. No functions will be confirmed until Five on 5 Ltd are in possession of both a signed booking form and **£150 deposit**. _____ Initial.
- Guests will be asked for photographic identification to prove that they are over 18 years of age. This identification must be in the form of a passport or drivers licence only. Anyone asked and unable to provide identification will be refused entry.
- For 18th and 21st birthday parties, the function booker must provide a list of names and addresses of guests under the age of 18 (maximum of 20 allowed) and must be produced 7 days prior to the function. These guests must not drink alcohol and anyone not on the list will not be permitted entry.
- **DJ payment (£120), Five on 5 catering and Security payment (£100)** must be paid in full **2 weeks** before the event.
- Drinks are not permitted to be bought into the premises. Any drink found on the premises will be confiscated and disposed.
- No table confetti and no party poppers are allowed. Decorations on the blinds and wallpaper are not permitted. No helium canisters to be kept or left on the premises.
- Access to the premises to set up and decorate the hall is at the discretion of the management. Please check with management for a convenient access time.
- **The refundable function deposit will be withheld if any of the following areas are breached:**
 You cancel less than two months before the event
Bar income for the function is less than £800.
 There has been damage to or theft from the premises.
 Guests found to be engaging in underage drinking or bringing own drink into the premises.
 Our staff being abused either verbally or physically.
- Five on 5's duty manager has overall control of the function and last orders may be called at any given time when he or she thinks it is appropriate.
- All function bookers will be responsible for the behaviour and conduct of their own guests.
- For 21 and over parties the bar will be open to 12.45am. Last orders will be called at 12.30am. Guests must vacate the building by 1.00am.
- For under 21 parties (18ths) the bar will be open to 11.45pm. Last order will be called at 11.30pm. Guests must vacate the building by 12.00am.
- Any damage in the premises is the responsibility of the party host who will be liable for the costs as appropriate.
- Function deposits are refundable subject to the above conditions being met and can be collected 48 hours after the function for Five on 5 to check for damages etc.
- Friday night functions - We allow at our discretion football customers to have a drink in the cafe area.

I CONFIRM THAT I HAVE READ, UNDERSTOOD THE ABOVE TERMS AND CONDITIONS. THE ABOVE TERMS AND CONDITIONS CAN BE SUBJECT TO CHANGE FROM TIME TO TIME WITHOUT NOTICE.

PARTY HOST SIGNATURE

PRINT NAME

DATE



18TH BIRTHDAY PARTY: RULES AND REGULATIONS

18th birthday parties must be booked by the Parent/Guardian of the 18 year old. Parents/Guardians are expected to attend the entire function in conjunction with rule 2 below.

- 1 The function will terminate at 12.00 o'clock midnight. Last orders will be called at 11.30 pm with the bar closing thereafter. Music will stop at 11.45pm. Everyone must be out of the building by 12.00 midnight.
- 2 One half of those attending is expected to be older adults/relatives (over 21years of age). If there is no evidence that there will be older adults attending the party, then we have the power to stop the function at any time. _____ Initials
- 3 If it is believed that any person/s attending the function is under the influence when they arrive, we have the power to refuse them entry.
- 4 The organiser must instruct everyone to take ID or proof of age to be granted entry to the function.
All guests will be asked for passport or drivers licence identification only at the door.
- 5 The function booker must provide a list of names and addresses of guests under the age of 18 (**maximum of 20 allowed**) and must be produced 7 days prior to the function. These guests must not drink alcohol and anyone not on the list will not be permitted entry.
- 6 If anyone who we believe to be less than 18 years of age is found/seen to be drinking alcohol, we have the power to end the function there and then. This is a last resort; all effort is expected by you and our staff to allow the party to go ahead without any problems.
- 7 Anyone guilty of verbally abusing staff will be ejected from the premises immediately and banned from entering the site.
- 8 Anyone caught with their own alcohol will have it confiscated (it will not be returned) and may be asked to leave the premises.
- 9 Alcohol gifts will be held at the bar/office until the end of the function.
- 10 The above rules and regulations apply in conjunction with the full terms and conditions which apply to all functions.

**I confirm that I have read, understood and will abide by the above rules and regulations.
Failure to do so may result in the termination of my function at any given time and my deposit being retained.**

PARENT/GUARDIAN SIGNATURE DATE

18YR OLD PARTY HOST SIGNATURE DATE



• ONLY **TWENTY** UNDER 18s (AGES 15, 16 & 17) ARE PERMITTED ENTRY TO THE FUNCTION SUITE.

• THIS LIST MUST BE PRODUCED 7 DAYS PRIOR TO THE FUNCTION TO FIVE ON 5 MANAGEMENT

NAME

ADDRESS

**TELEPHONE
NUMBER**

DATE OF BIRTH

• THESE GUESTS MUST NOT DRINK ALCOHOL AND ANYONE NOT ON THE LIST WILL NOT BE PERMITTED ENTRY.