



Private Function Application Form

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 Recieved by Date / / Cash / CC / Chq

Buffet Booked By Date / /

Balance of £ To be paid 14 days prior to function

Recieved by Date / / Cash / CC / Chq

ENTERTAINMENT

(Disco Booked By Date / /)

Disco + DJ Required at a cost of £

Disco fee required by / / (14 days prior to function)

Recieved by Date / / Cash / CC / Chq

How did you find 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 recieved the sum of £ Signed: Date / /

Five On 5 Ltd: Under 18's List

NAME	ADDRESS	TELEPHONE NUMBER [®]	DATE OF BIRTH

- ONLY FOUR UNDER 18S ARE PERMITTED ENTRY TO THE FUNCTION SUITE.
- THIS LIST MUST BE PRODUCED 7 DAYS PRIOR TO THE FUNCTION TO FIVE ON 5 MANAGEMENT
- THESE GUESTS MUST NOT DRINK ALCOHOL AND ANYONE NOT ON THE LIST WILL NOT BE PERMITTED ENTRY.
- THESE GUESTS MUST BRING SOME IDENTIFICATION WITH THEM ON THE NIGHT TO ENSURE THAT THEY ARE THE PERSON ON THIS LIST.





BAR5

Five On Five Buffet Options

OPTION 1 - £3.50 per person

Selection Of Sandwiches
Chicken Drumsticks
Sausage Rolls
Chicken Wings
Quiche
Pizza

OPTION 2 - £4.00 per person

Selection Of Sandwiches
Cocktail Sausages
Chicken Wings
Chicken Drumsticks
Sausage Rolls
Quiche
Pizza

OPTION 3 - £5.00 per head

Selection Of Sandwiches
Sausage Rolls
Vol Au Vents
Indian Selection
Chicken Wings
Chicken Drumsticks
Chinese Selection
Crusty Bread
Cocktail Sausages

Cakes and Danish Pastries can be added to any of the above menus for an additional £1.50 per person

Tea and Coffee available on request.

FIVE ON 5 LTD FUNCTION TERMS AND CONDITIONS

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

- A £100 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 £100 deposit.
- 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 only. Anyone asked and unable to provide passport identification will be refused entry to the premises unless they are included in the Under 18's List as stated below and will be refused alcohol.
- For 18s and 21st birthday parties, the function booker must provide a list of names and addresses of guests under the age of 18 (maximum of 4 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 and Five on 5 catering must be paid in full **TWO weeks** before the event.
- For food, health and safety reasons, outside catering or bringing your own food is not permitted.
- Drinks are not permitted to be bought into the premises. Any drink found on the premises will be confiscated and disposed of.
- Table confetti, party poppers and decorations on the blinds are not permitted in 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 month's before the event.

Bar income for the function is less than £500.

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.

**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 midnight o'clock. Last orders will be called at 11.30 pm, the bar closing thereafter. Music will stop at 11.45pm. Everyone must be out of the building by 12.00midnight.
- 2 One quarter 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.
- 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 i.D or proof of age to be granted entry to the function. **All guests will be asked for passport 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 4 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 under 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 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