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ROOM HIRE BOOKING FORM

PLEASE COMPLETE THIS FORM AND EMAIL IT TO TWC. PLEASE BE AWARE THAT A BOOKING IS ONLY GUARANTEED UPON CONFIRMATION OF RECEIPT OF THIS FORM.

CONTACT DETAILS

NAME

MOBILE

E-MAIL

ARE YOU A MEMBER?

YES

NO

IF YES, PLEASE ENTER YOUR
MEMBERSHIP NUMBER:*

EVENT DETAILS

EVENT

DATE

START TIME

FINISH TIME

ROOM

LAKE ROOM

GARDEN ROOM

LOUNGE

MORNING

AFTERNOON

EVENING

Rooms hire window: 6 Hours per interval

ANY SPECIFIC REQUIREMENT

TWC CATERING

OUTSIDE CATERING

DETAILS & CONDITIONS:

1. Hirer responsible for their own Public Liability Insurance and all other insurances. Public Liability Insurance is waived for members.
2. Full payment is due 28 days in advance
3. In addition to room hire a deposit of £200 is required to secure booking, to be returned five days following the event, assuming no damage has been incurred
4. If required a late license fee is an additional £100 per hour.
5. If catering is provided by the club VAT will be added and all requirements and number of attendees must be submitted seven days prior to the event.
6. To use outside caterers, full contact details must be provided.
7. Event attendees should not park in the members' area between the clubhouse and the cricket nets.
8. Hirer responsible for neatly bagging rubbish and leaving room as found, otherwise additional charges may apply (room cleaning fee included).
9. Latest Covid advice/regulations must be observed.

I can confirm that I have read the hire agreement and accept the conditions of hire

SIGNED (HOST)

DATE

ON BEHALF OF CLUB

DATE