Please send your completed form to ralrecsoc@stfc.ac.uk or deliver it by hand to the R58 Lounge any lunchtime between 12.00 and 14.00.

R58 Lounge and Bar Booking Form
Private bookings of R58 will only be accepted on completion of this form

Members Name

Building Number | **Contact Telephone**

Email

Nature Of The Event | **Approximate Number Of Guests**

Date | **Time From** | **Time To**

Will You Be Providing Food? | **Will You Require The Bar To Be Open**

Do You Require Use Of The Following:

Table Tennis Room *(e.g. to use to lay out food or for a disco)*		**Sports Hall** *(e.g. to use for the bouncy castle or a disco)*	
Dance Floor *(Required for a disco in the Sports Hall)*		**Bouncy Castle** *(For INDOOR use in the Sports Hall only)*	
Music Club Disco or PA System		**BBQ**	
Marquee or Gazebos		**Outdoor Tables or Chairs**	
Garden Games		**Sports Field**	

Terms and Conditions

Please provide as much notice as possible if you would like to use the RecSoc for a personal event. A minimum of two weeks notice is required for a weekend or evening function.

We cannot give exclusive access for events during normal working day lunchtimes.

Bar Staff Rates for Private Functions are £10.00 per hour and it is your responsibility to arrange and agree payment with the Bar Steward prior to the event and make the payment promptly.

There is no charge for members to use the building but you are expected to leave the rooms clean and tidy and to take your rubbish away with you. Food waste must not be left in the R58 waste compound. If a special clean or waste disposal is required after the event you will be billed accordingly.

We do not ask for a deposit but you will be liable for any damages.

It is your responsibility to seek permission from the STFC management to hold your event outside of normal working hours and to have access to the South Car Park which is closed at weekends.

Please ask if you would like direction signs put out, to assist your guests with finding the RecSoc.

If you wish to cancel an event please give as much notice as possible by email to ralrecsoc@stfc.ac.uk.

Please print name IN CAPITALS to agree to the terms and conditions above

Print Name		**Date**	

Rec-Soc Use			
Date Received		Approved by:	

For further info please email ralrecsoc@stfc.ac.uk or call x6805
Contacts to request STFC Permission are gert.killian@stfc.ac.uk and csdevents-ral@rl.ac.uk