

Please send your completed form to RecSocCommittee@stfc.ac.uk

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 (Requires separate booking form + usage fee)	
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 £15.00 per hour and will include 30 minutes set-up time and 30 minutes closing time. It is your responsibility to arrange and agree payment with the Bar Steward prior to the event and make the payment promptly.

Please refer to the RecSoc food hygiene [rules](#) and [guidance](#) documents if you are providing food for your guests or using the BBQ.

The BBQ grill is a gas barbecue – no other solid fuel or hybrid usage is permitted. Gas for the grill may only be supplied by the RecSoc. A standard usage fee, as defined in the BBQ [booking form](#), will be charged in advance.

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 RecSocCommittee@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 RecSocCommittee@stfc.ac.uk

Contacts to request STFC Permission are gert.killian@stfc.ac.uk and csdevents-ral@rl.ac.uk