

FREE FUNCTION ROOM HIRE*



**CALL 0141 621 4459
FOR BOOKINGS OR MORE INFORMATION**

*Terms and conditions apply

TERMS & CONDITIONS

1. No booking can or will be confirmed until Pro-Soccer is in receipt of the required reservation deposit and the relevant signed application form.
2. The aforementioned reservation deposit is returnable 24 hours after the completion of the function and only if the bar takings for the event is over £800. The refund will be made upon receipt of payment and to the function applicant only. Deposits not collected within 45 days will become non-refundable.
3. The reservation deposit will be withheld should there be any damage to or theft from the property, consumption of drinks not bought on the premises, underage drinking, abuse to any member of staff either physically or verbally. Any damage is the responsibility of the function applicant and they are liable for any costs.
4. Any guests who will be attending that are under the age of eighteen must be brought to the manager's attention when booking.
5. Access may be given to the function applicant earlier (see overleaf) but there may still be members of the public in the bar area until 6.45pm.
6. Should Pro-Soccer be providing a DJ & Disco, the music may not commence until 7.30pm regardless of the start time requested overleaf. The equipment, including microphones, is not available for use guests or for race nights etc without prior arrangement and deposit.
7. The consumption of any drink or food (unless part of a pre-arranged buffet/catering) not sold on the premises is prohibited. Should this occur, the reservation deposit would be non-returnable.
8. Pro-Soccer will not be held responsible for any outside caterer or entertainment company, whether recommended by, or booked by Pro-Soccer.
9. Pro-Soccer reserve the right to refuse entry to any person without reason. Photographic identification from a reputable source may be required for proof of age. British Passports, photographic driving licences and Portman's 'Prove It' cards are accepted. Those without ID may also be refused entry.
10. Last orders will be called twenty minutes prior to the end of the function, however, Pro-Soccer reserve the right to call last orders earlier if so dictated by the function's lack of attendance or lack of use of the bar during the function. Fifteen minutes will be allowed for drinking up once the bar is closed.
11. All function attendees must be off the premises 30 minutes after the conclusion of the function (i.e. once the entertainment has stopped). This includes all circumstances such as adverse weather conditions.
12. Pro-Soccer will not be held responsible for any items left after the function has been completed.
13. Pro-Soccer will dispose of any food not taken away at the end of the function. No food may be stored on the premises.
14. A late license fee is non returnable, whether granted or not.
15. Pro-Soccer do not cater for 18th, 19th or 20th birthday parties or engagement parties, where either party is under 21 years of age.
16. 'Function Hire' refers to the bar area only. Members may still use all other areas of the centre.
17. Kitchen facilities are not available at Pro-Soccer.
18. 56 days notice is required to cancel a function to avoid the deposit being non-refundable.
19. Should the date of any function become unsuitable to the applicant, Pro-Soccer require 56 days notice to move the reservation to any future date (subject to availability).
20. Pro-Soccer management decision is final.

DEPOSIT REFUND

I confirm that I have received the sum of £ _____ Signed: _____ Date: ____ / ____ / ____

PRO-SOCCER GLASGOW
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MORE THAN A GAME
www.pro-soccer.co.uk

PRIVATE FUNCTION APPLICATION FORM

FUNCTION DETAILS

Day: _____ Date: ____ / ____ / ____
Time required: _____ to _____ Surprise Party? YES / NO
Function type: _____
If it is a birthday party, who's birthday is it? _____
How old will they be? _____ Number of guests attending: _____
Do you require a separate area for your buffet: YES / NO (Subject to availability)
Access (subject to term five overleaf) agreed from _____ pm or after



MORE THAN A GAME

DEPOSIT PAYMENT

Amount: _____ Date received: ____ / ____ / ____
Received by: _____
CASH / CC / CHQ

APPLICANT'S DETAILS

Forename: _____ Surname: _____
Address: _____
Postcode: _____
Home telephone: _____ Work telephone: _____
Mobile: _____ Email address: _____

LATE LICENSE

NO (11.00pm finish - No cost) YES (12 Midnight finish - £ _____) YES (1.00am finish - £ _____)
Amount: _____ Date received: ____ / ____ / ____ Received by: _____ CASH / CC / CHQ

ENTERTAINMENT

Disco and DJ required at a cost of £ _____ Race Night required at a cost of £ _____
 Karaoke required at a cost of £ _____ No entertainment is required or supplying own
Disco and / or Karaoke / or Race Night fee required by: ____ / ____ / ____ (28 days prior to function)
Booked by: _____ Date: ____ / ____ / ____
Received by: _____ Date: ____ / ____ / ____ CASH / CC / CHQ

CATERING

Buffet _____ for a total of _____ persons at £ _____ per head = £ _____
50% deposit £ _____ required by: ____ / ____ / ____ (14 days prior to function)
Received by: _____ Date: ____ / ____ / ____ CASH / CC / CHQ
Buffet booked by: _____ Date: ____ / ____ / ____ CASH / CC / CHQ
Balance of £ _____ to be paid prior to function

NOTES

DECLARATION

I have read and understood the terms and conditions 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 56 days' notice to cancel in order that my reservation deposit will be refunded. I confirm that I am over 21 years of age. I, the applicant, tick the appropriate boxes to confirm I have read the following important terms & conditions overleaf:

- | | | |
|--|--|--|
| <input type="checkbox"/> The booking deposit is non-refundable if the bar takings for the event is less than £800 | <input type="checkbox"/> If Pro-Soccer provide catering any food trays/utensils used may not be taken off the premises | <input type="checkbox"/> No items of food or belongings can be left at the end of the function |
| <input type="checkbox"/> The Late license fee must be received no later than 14 days prior to the function | <input type="checkbox"/> Pro-Soccer must be informed of any under 18's attending prior to the function | <input type="checkbox"/> The function applicant is responsible for any damage carried out |
| <input type="checkbox"/> If you are providing your own catering it is required to be cleared away 45 minutes prior to finish | <input type="checkbox"/> The bar may be open to the public until 6.45pm | |

Signed: _____ Date: ____ / ____ / ____