




Function Bookings



Thank you for considering us to host your function, we are a family friendly club and welcome everyone through our doors. We have many facilities and cater for almost anything possible.

This booklet includes some information regarding our functions and a few regulations we have to ensure together we can make sure your event is perfect.

Function Room



Lounge



Studio 1



Studio 2



Prices

Function Room

Evening Function £100 7pm – Midnight

Afternoon Function £80 4 hours between 12 – 6pm

Room holds 100 people and seats 60/70 can use conservatory for extra seating.

Lounge

Evening Function £100 7pm – Midnight

Afternoon Function £80 4 hours between 12 – 6pm

Room holds 150 people and seats 70/80

This room is not private and may be used by members of the club

Any additional hours are chargeable at £25 per hour

Last orders will be at 11:30pm

Functions Without Bar

(except Friday and Saturday evenings & Sunday afternoons)

£20 per hour

Children's Parties

Minimum charge of £60 for up to 2 hours

£25 per hour or part hour thereafter

Dance Studio or Studio 2

Studio 2

£20 per hour

*Parties are allowed an extra 30 mins at no extra cost to set up
Tea/coffee and hot water flasks can be provided at an additional cost.*

Members prices available, see reception for details.

Decorations

Any proposed decoration of the room, furniture arrangement or the installation of any equipment must be discussed with us prior to the event.

If you wish to put decorations on the walls please use blu tack only, no sellotape, or pins are to be used as this damages the walls.

We ask if you would like to decorate with candles please use flameless candles.

It is the responsibility of the hirer to properly dispose and remove helium canisters from the premises.

You may decorate the room for evening parties from 2pm in the function room and from 5pm in the lounge subject to the room being available. Then from 9am for christenings or the evening before if the room required is available.

Unfortunately we do not have sufficient storage space to hold any decorations/presents or belongings overnight to collect the next day after your party has ended.

Entertainment

If you wish to use a bouncy castle the liability and insurance is the responsibility of the hirer and we cannot be held accountable for the health and safety of people using the apparatus. Please inform us if you are having a bouncy castle.

We do have limited height restrictions

Function Room 2.6 metres tall

Dance Studio: at highest point 3 metres x 2.4 metres wide, the rest of the ceiling 2.6 metres tall.

We request please no smoke machines to be used as they can trigger our fire alarm system

We do not have a resident DJ or sound systems in our function rooms, below is a list of recommended DJs. Please be aware PSLC take no responsibility for the quality/condition of the disco and whilst we have public liability it is not our responsibility to ensure there is insurance to cover potential issues.

DJ	Name	Number
Dj Pro Productions	Simon Latham	07846372413
Little John's Mobile Disco	John Billy	07549422345
Gaz Mac	Gareth Mac	07905186618
Moonshine Disco	Dave	07582328941
Soundout Disco	Alan King	07801953632
Hired for Sound	Wayne	07500849718
DJ John	John Smith	07825515569

Experience the difference of a DNA Kids party

For quotes, questions and bookings please call us on **01245 401 401**

Food

We can provide food for your party, our cold buffet menu and our children's party menus are displayed overleaf. Please inform us of any specific dietary requirements and discuss if you would like to make changes to the menu for your party. We will provide plates, napkins and paper table roll when we cater for your party.

However if decide to provide your own food that is not an issue, we just need you to read this disclaimer below.

In agreement with Food Standards when displaying cold food on a buffet, you can keep food out of chilled storage for a maximum of 4 hours. Similarly when you display hot food on a buffet you can take food out of hot holding to display it for up to 2 hours. At PSLC we request hot food kept in food warmers have fireproof table protectors.

According to Food Standards Agency 'fridges and chilled display equipment should be set at 5°C or below. This is to ensure that chilled food is kept at 8°C or below.' This doesn't comply with bar regulations where a cellar must be between 10°C and 13°C. Therefore you must understand that keeping food in the cellar does not conform to guidance health and safety and take full responsibility.

Party Buffet Menu

Option 1 £5.75

Open and corner cut sandwiches filled with salad and a variety of fillings. Complemented by selection of pork pies, mini scotch eggs and sausage rolls and crisps.

Finished off with a fruit platter and a selection of buns.

Option 2 £6.50 per head

Open and corner cut sandwiches filled with varied meats & vegetarian options accompanied by selection of crab sticks, pork pies, scotch eggs and homemade sausage rolls. A mixture of quiche, pizza and garlic bread slices. Also a selection of Indian favourites such as: samosas, spring rolls and onion bhajis. All plates garnished with salad.

Finished with a mixed selection of deluxe gateaux and cream.

Option 3 £8.45 per head

Handmade crispy bread rolls ready to be filled with platters of thick slices or tender meats such as Beef, Ham, Pork and Turkey as well as a variety of sandwiches packed with egg & cress, tuna & cucumber and cheese onion chutney. This platter is harmonized with seasonal salad trays, homemade coleslaw, and potato salad. As well as an assortment of homemade sausage and cheese rolls, quiches, crabsticks and mini pork pies topped with apple and pickles. In case you have room indulge in a deluxe gateaux and pouring cream.

Add any of the following for just £1 extra per head

Chicken Portions, Chicken Drumsticks or Warm Spicy Potato Wedges



KIDS MENU

£4.95 per child
Minimum of 25 Children

Pizza

(Cheese, Ham & Pepperoni)

Chicken Nuggets

Chips or Curly Fries

Variety of Crisps

Fairy Cakes or Choco Mini Rolls

Selection of Juice

Terms & Conditions

50% of the room hire is required as a deposit when booking to secure the room. (we can provisionally hold the room for a maximum of 2 weeks without deposit, after this time the room may be given to someone else).

The balance must be paid in full at least 4 weeks prior to event.

A Returnable bond to cover any non accidental damages or the need for additional cleaning of £100 is to be paid at least 2 weeks before event and this will be returned the following working day providing there are no issues.

Only alcohol and soft drinks sold/supplied by PSLC may be consumed on the premises, any other drinks may be confiscated, disposed and possibly charged per item found. Welcome drinks provided by the host may be permitted if arranged with management in advance and will be subject to a corkage fee.

We do not hire our rooms out for 13th to 16th Birthday Parties and also Stag/Hen Parties.

No sellotape to be used to hang decorations, blu tack only

No live candles to be lit

No smoke machines to be used as they can trigger our fire alarm system

No use of E cigarettes inside the club

ID required at all parties especially 18th/21st parties

Children are welcome but MUST be supervised at all times.

Agreement

Function Date: _____

Function Type: _____

Reference: ____ / ____

I / We have read the booklet and agree to the terms and conditions of the room hire.

I / We understand PSLC reserve the right to terminate any party not believed to adhere with the terms and conditions with immediate effect. PSLC may refuse entry or remove any person(s) from the premises considered to be unsuitable due to age, dress, behaviour or general condition. I as the hirer of the room agree to hold responsibility for the care and conduct of all people attending the event.

Please sign the disclaimer on the reverse of the booking form relevant to your party, which is held at reception.

Pontefract Squash and Leisure Club,
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Email: info@pontesquash.com

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