

## BOOKING PROCESS

1. You must be a member of KSSC. If not then you must join before a booking can be made.
2. You should carefully check the **Conditions of Hire** to ensure the function will comply with the conditions.
3. You should check Hall availability for the date you want to book. This can be done
  - a. Online at [www.kinetonssc.org.uk](http://www.kinetonssc.org.uk) or
  - b. You can check the diary at the club bar but this may not be up to date. The online version is the master copy.
4. Either
  - a. Complete the Online Booking Form or
  - b. Complete a paper form (Available from the Club bar or by download from the website).
5. Fill in the form as requested and email to [KSSChallbooking@outlook.com](mailto:KSSChallbooking@outlook.com) (Our preferred option). Alternatively return a paper copy to
  - a. The Club bar for the attention of the Club Booking Officer or
  - b. By post to Kineton Sports and Social Club, Bridge Street, Little Kineton, Warwickshire, CV35 0FA for the attention of the Club Booking Officer or
  - c. Scan and email to [KSSChallbooking@outlook.com](mailto:KSSChallbooking@outlook.com) with the subject "Hall Booking and *your name*"
6. A provisional booking will be entered in the online calendar once we have received your application.
7. The booking will be reviewed at the next committee meeting where it will be accepted or rejected. You will be notified of the decision and any fees due by email.
8. Following confirmation of the booking **you must pay the requested deposit within 10 days** to guarantee the booking. The balance must be paid at least **one calendar month before the event**. Payment may be made by:-
  - a. Online bank transfer quoting **HALL** and **your surname**. You should email [KSSChallbooking@outlook.com](mailto:KSSChallbooking@outlook.com) with the subject "Hall Booking and *your name*" to tell us that you have paid. **THIS IS OUR PREFERRED PAYMENT METHOD.**
    - i. Sort Code 40-52-40
    - ii. Account Number 00031102
    - iii. Payee KSSC
  - b. Card or cheque at the club bar.
  - c. You can use Cash at the club bar but we would prefer CARD or CHEQUE. A receipt must be obtained
9. Following payment a confirmed booking will be entered in the online calendar and club diary.
10. The deposit will be refunded (minus a £10 admin fee) if the event is cancelled more than two calendar months before the event date. After that the basic deposit will be forfeit.
11. You must notify the Club Bookings Officer of any special requirements that you would like e.g. time of access to function room, champagne/wine glass requirements, tablecloths etc. Any such requests are subject to availability, KSSC agreement and charges.

Bookings Officer: Helen Baker  
Email: [KSSChallbooking@outlook.com](mailto:KSSChallbooking@outlook.com)