

FUNCTION/ROOM HIRE BOOKING FORM

TITLE : (please tick) Mr Mrs Miss Ms

NAME : _____

ADDRESS : _____

POST CODE : _____

TELEPHONE NO. : _____ **MOBILE NO. :** _____

EMAIL ADDRESS : _____

DATE OF BOOKING : _____

TIME FROM AND TO : _____

PURPOSE OF BOOKING : _____

DO YOU REQUIRE AN EXTENSION TO LICENSING HOURS? Yes No

ARE YOU HIRING A DISCO OR BAND? Yes No

WILL YOU NEED TO DECORATE THE ROOM? Yes No

WILL FOOD BE REQUIRED? Yes No

ANTICIPATED NUMBER OF GUESTS : Adults Children

BOOKING FEE : £ _____ **CASH / CHEQUE** **DATE PAID :** _____

SIGNED : _____ **DATE :** _____

Cancellation - Terms & Conditions

If the Club Office is not notified of cancellation before two weeks of the event, a 50% cancellation fee will be charged. For cancellations less than two weeks of the event, the booking fee is non refundable.

I have read and accept the above terms and conditions:

