

# Booking Form

Name: .....

Address: .....

.....

.....

Contact telephone number: .....

Member: Yes/No

Services required (please tick):

Main function room

Upstairs bar

Kitchen

Buffet room

Downstairs function room

Downstairs bar

Date of function: .....

Time of function: ..... to .....

Type of function: .....

Approximate number of guests: .....

Time you would like access to building: .....

Any special requests: .....

.....

.....

# Deposits

To safe guard your booking we ask for a non returnable deposit. The total costs and deposits are:

## Main function room

Non-member	total cost £80	deposit £30
Member	total cost £35	deposit £10

## Downstairs function room

Non-member	total cost £35	deposit £10
Member	total cost £10	deposit £ 5

The bars are available at no extra cost, but need to be requested in advance. The upstairs bar is open for members use at weekends. Members' use the room the bar is situated in therefore will not affect your function.

Deposit paid: ..... Date: .....  
Signed: .....  
Signed for club: .....

## Damage

We ask for an additional returnable deposit of £100 to cover the cost of any damage to the building and its facilities during your function.

Deposit paid: ..... Date: .....  
Signed: .....  
Signed for club: .....

# Guest List

As we are a members club we are requested by law to keep a log of all club users. This means that we have to ask you to complete a non-members guest list to be returned to us 1 week before your function.

Thank you for your co-operation.

Booking name: .....

Date of function: .....

<u>Name</u>	<u>Address</u>

<u>Name</u>	<u>Address</u>