

## **FUNCTION ROOM BOOKING DETAILS**

### **APPLICANT DETAILS**

NAME & ADDRESS: .....

CONTACT TEL NO: .....

ARE YOU A MEMBER?                      YES                      or                      NO

DATE & TIME ROOM REQUIRED: .....

TYPE OF FUNCTION: .....

(EG: BIRTHDAY CELEBRATION/DINNER/CONCERT)

NUMBER OF GUESTS ANTICIPATED: .....

### **INFORMATION FOR HIRER:**

A **NON RETURNABLE** DEPOSIT OF £30.00 IS REQUIRED TO SECURE THE BOOKING AND THE REMAINDER OF THE FEE WITHIN TWO MONTHS THERE AFTER. FAILURE TO COMPLY WILL RESULT IN CANCELLATION OF THE BOOKING.

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR THE **GOOD CONDUCT OF YOUR GUESTS** AND MAY WELL BE REQUIRED TO REIMBURSE THE CLUB FOR ANY DAMAGE THAT MAY OCCUR. A BOND MAY BE REQUIRED.

WE ALSO RESPECTFULLY REQUEST THAT '**PARTY POPPERS & EXPLODERS**' ARE NOT USED.

**STAFF USE:** BOND REQUIRED?                      YES                      OR                      NO

AMOUNT REQUIRED? .....

SIGNATURE OF PERSON ACCEPTING BOOKING: .....

**(PLEASE GIVE COPY OF TERMS OF USE, (ATTACHED) TO THE HIRER & REQUEST THEM TO PERUSE)**