MEMBERS ROOM HIRE BOOKING FORM

Note: that this form is number 2 of a set of 3 for use when making bookings.

All forms are available from The Club Secretary or Club Manager

Name: ………………………………………………………………………………………………………………………………..

Address.....................................................................................................................................

…………………………………………………………………………………………………………………………………………….

Tel No: Home..................................................Mobile...………………………………………..................

E-mail address……………………………………………………………………………………………………………………..

Room(s) required (tick) The Carter Function Hall □ Skittle Alley □ Front Bar □

Meeting Room: Large – Grice Conference Room □ Small – Orleans □

Date required.......................................... Time From........................... To...........................

 (If outside normal opening times charges will apply)

Do you require access to the rooms prior to the function YES □ NO □

If Yes please state Date…………………………….. Time From……………………….To……………………...

Have you any special requirements………………………………………………………………………………….

Bar Prices: Member □ Function □ (please tick)

Bar prices for bookings must be explained to the hirer at the time of booking and agreed with the Club Manager or his delegated representative as part of the booking agreement

Do you require a Bar Extension YES □ NO □ if yes see Form 1 for charges.

Estimated number of guests ..................................Number of children..............................

Type of Function....................................................................................................................

Catering Required YES □ NO □ Club Caterer YES □ NO □

If you require our Club Caterer Fiona Jinks, please contact her direct on Club Tel No: 01386 446311 or her mobile 07970106618

Self-Catering YES □ NO □

Room Hire £ .................

Out of Hours Charges £ ……………...

Membership Fee (if applicable) £ ………………

 Total \_\_\_\_\_\_\_\_\_\_

Deposit Received £ ……………...

Balance to pay Date:................ £ ……………...

Signature of person booking ………………………………………............... Date …………………………

Signature of Club/Duty Manager ………………………………………………. Date …………………………