

ROOM BOOKING FORM



* Adult Events / Parties:

To secure a date for a Room Booking a deposit of £50 must be paid and submitted with the return of this Form. The deposit will be refunded after the event unless any damage has occurred in which case the money will be retained to cover the cost of the damage.

* Children's Events / Parties:

To secure a date for a Room Booking a deposit of £75 must be paid and submitted with the return of this Form.

The deposit is Non-Refundable. The money is used to cover the cost of cleaning up the room after the event and Bar Sales are generally not adequate to cover overall costs.

** Please inform the Bar Manager if early entry is required to prepare or decorate the room immediately prior to the event. Please also inform the Bar Manager if you would like to apply for an extension later in the evening. (Adult Events / Parties only)

NAME OF APPLICANT

ARE YOU A MEMBER

Tick appropriate box

Y

N

IF NOT A MEMBER PRINT THE NAME OF YOUR SPONSOR (MUST BE A MEMBER)

CONTACT PHONE NUMBER OF APPLICANT

EMAIL OF APPLICANT

DATE & TIME OF EVENT BEING BOOKED

TYPE OF EVENT BEING BOOKED
(EG. PARTY / MEETING)

NUMBER OF GUESTS / ATTENDEES

VALUE OF DEPOSIT & DATE PAID *

CATERING **

ENTERTAINMENT **