**Private Party Booking Form**

Date of function Number of guests

Nature of function Telephone

Organiser Name Mobile

Address

 Post code

Will bar service be required YES / NO Will catering service be required YES / NO

Any other services

E.g. disability access

Email address

Essential for confirmation

Catering

Requirements

The use of the facilities will only be approved in accordance with the conditions set out below and agreed by the person making the request. Please complete this form and return to the office as soon as possible, at least six weeks prior to the required date along with a room booking fee from £60.00 for hire of the room. Please note that any function requiring the room for longer periods will be subject to an additional room charge. Full day functions such as weddings will be charged £150.00. Upon approval you will receive a letter / email of confirmation. Cancellations will result in loss of room fee.

1. Any breakages or damage to furniture or fittings will be charged to the party organiser and the member booking the party will be held responsible to the Club.
2. We stipulate that all catering arrangements go though our own caterer.
3. The use of confetti or other celebration paper is not permitted on the premises.
4. The normal hours for the use of the facilities is 8.00pm until 12.00am, any deviation from these stated times must be requested at the time of booking.
5. All fire regulations and rules of the club must be observed at all times.
6. During the course of the function, any member of the Club will be allowed to use the Bar and Club facilities via the ‘19th Lounge’.
7. A list of names and address of all those attending the function must be handed to the club office at least 48 hours prior to the event.

I have read the above conditions and agree to abide by them:

Signature of Organiser: Date

Signature of Member: Date