

BOOKING FORM FOR FUNCTION HALL



PORTSMOUTH, PO3 5PB

Tel: 023 9266 9906

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Web: www.broadoaksocial.club

Club Steward: Steward@broadoaksocial.club

Please Note: Bookings are only accepted on the conditions set out in the "Terms of Booking." Please read them carefully to avoid any misunderstandings at the time of your function. All fees, including £50 deposit must be paid at the time of booking.

Day & Date of event: ____ day ____ / ____ Evening / All Day

Type of event: _____

Numbers Attending: Members _____ Guests _____

(Note: A maximum on 150 persons can be accommodated ~ Fire Regs)

Time Required (24hr clock) Start ____:____ Finish ____:____

Application for Bar Extension: Yes / No (normal finish time 23:00) (Fee £30)

Bar extension approved by Club Steward: Signature: _____

Member's Full Name: _____

Membership Number: _____

Member's Address: _____

Post Code: _____ Tel: _____ (Home / Work)

Mobile Phone Number: _____

Booking taken by Staff name: _____ Date: ____ / ____ / ____

Fees Received : £ _____ **Please attach copy of till receipt.**

Hall Hire: _____ .00

Bar Extension: _____ .00

Extra Hours: _____ .00

Damages Deposit: : _____ £50.00

TOTAL: _____ .00

I have read and accept the Terms and Conditions of booking as defined on pages 2 and 3 and I **understand that I am bound by the Rules of the Social Club.** I shall submit a full list of names of those attending at least two weeks prior to the function. **NB: If customers refuse to leave at the end of a function, staff overtime payments may be taken from the Deposit.**

N.B. All fees are non-returnable

Signature of Hirer: _____

Date: ____ / ____ / ____

Signature of Steward: _____

Date: ____ / ____ / ____