

# FUNCTION ROOM BOOKING FORM



## Event Details

|   |   |
|---|---|
| Date of event   |   |
| Time of event*  | Afternoon (11:00 - 17:00)   Evening (18:00 - close) |
| Reason for event<br>(30 <sup>th</sup> birthday, christening etc.) |   |
| Expected number of guests   |   |

\*Access to the function room outside of these times is at the discretion of the Club Steward and is dependant on other bookings.

## Contact Details

|                              |                         |
|------------------------------|-------------------------|
| Full name of event organiser |                         |
| Mobile number                |                         |
| Email address                |                         |
| Are you a member?            | Yes   No   Joined today |
| Membership no.               |                         |

## Hire type & cost

|            |  |  |
|------------|--|--|
| Member     | £100   |  |
| Non-Member | £150   |  |
| Funeral    | Free<br>(£50 booking fee required, refunded on attendance) |  |

# Optional extras

|                                       |     |  |
|---------------------------------------|-----|--|
| Tea & Coffee                          | £30 |  |
| Chair Cover hire (white) - member     | £50 |  |
| Chair Cover hire (white) - non-member | £60 |  |
| Bluetooth Speaker - member            | £20 |  |
| Bluetooth Speaker - non-Member        | £30 |  |

# Payment Details

|                            |     |
|----------------------------|-----|
| Total cost of hire         |     |
| Booking fee paid today     | £50 |
| Other payments taken today |     |
| Remaining balance due      |     |
| Balance due date           |     |

## Payment Terms

- A non-refundable £50 booking fee is required to confirm your reservation
- For events within 6 weeks, immediate full payment is required
- For events beyond 6 weeks, the full balance must be paid no later than 6 weeks before event
- Failure to pay the full balance by the due date will result in event cancellation and forfeiture of your booking fee

## Cancellation Policy

- Cancellations made 6 weeks or more before your event date: Full refund of payments made, excluding the non-refundable £50 booking fee
- Cancellations made less than 6 weeks before your event date: No refund will be issued

By signing below, I accept the payment terms and cancellation policy.

|                            |
|----------------------------|
| Signed by event organiser: |
| <br><br><br>               |
| Date:                      |

# Staff Use Only

## Booking registered

|                               |          |
|-------------------------------|----------|
| Booking taken by (staff name) |          |
| Booking added to diary        | Yes   No |
| Booking added to calendar     | Yes   No |

## Payment Reminder

6 weeks before event

|                         |   |
|-------------------------|---|
| Date customer contacted |   |
| Method of contact       | Phone / email / text / contact not made |
| Date Balance Paid       |   |

## Courtesy call

1 week before event

|                         |  |
|-------------------------|--|
| Date customer contacted |  |
| Expected no. of guests  |  |

Additional information

# Barnbow Social Club

## Function Room Confirmation

|                     |  |
|---------------------|--|
| Date of event       |  |
| Time                |  |
| Amount paid today   |  |
| Today's date        |  |
| Balance outstanding |  |
| Balance due date    |  |

### Cancellation Policy

- Cancellations made 6 weeks or more before your event date: Full refund of payments made, excluding the non-refundable £50 booking fee.
- Cancellations made less than 6 weeks before your event date: No refund will be issued.

# Barnbow Social Club

## Function Room Booking Confirmation

|                     |  |
|---------------------|--|
| Date of event       |  |
| Time                |  |
| Amount paid today   |  |
| Today's date        |  |
| Balance outstanding |  |
| Balance due date    |  |

### Cancellation Policy

- Cancellations made 6 weeks or more before your event date: Full refund of payments made, excluding the non-refundable £50 booking fee.
- Cancellations made less than 6 weeks before your event date: No refund will be issued.