

The Regent Sports & Social Club

Function/Room Hire Booking Form

| | | | |
|--|---|----------------------|-----------------------------|
| NAME ("The Responsible Person") | | | |
| COMPANY/ORGANISATION | | | |
| ADDRESS & POSTCODE | | | |
| CONTACT TELEPHONE NUMBERS | | Home: | Mobile: |
| E-MAIL ADDRESS | | | |
| DAY & DATE OF EVENT | | | |
| DETAILS OF EVENT | | | |
| NUMBER OF PEOPLE ATTENDING | | | |
| Under 18's | <input type="text"/> | 18's - 24's | <input type="text"/> |
| | | Other | <input type="text"/> |
| HOURS OF HIRE | Access to Club for Preparation | Time: | <input type="text"/> |
| | Event Times (Arrival & Departure of Guests) | | <input type="text"/> |
| | Clearing Away etc | | <input type="text"/> |
| CATERING REQUIREMENTS | | None: | <input type="text"/> |
| *** Tick Appropriate Box *** | | Self Catering | <input type="text"/> |
| | | Regent Buffet | <input type="text"/> |
| If Regent Buffet, how many to cater for? | | <input type="text"/> | Different Buffets Available |
| and please let us know if there are any Special Dietary Requirements: | | | |
| Please Specify if any Decorations or Electrical Equipment will be brought into the Club | | | |
| Please state if you are having live music or a disco. <input type="text"/> | | | |
| If a Disco is required, would you like the Regent to organise? Y or N | | <input type="text"/> | |
| ** Please note that there is a £20 charge to play music at the Club ** | | | |
| I have read and accept the terms and conditions of hire and agree to pay all charges and fees. I understand the cost of the room and music license is £..... Plus a returnable deposit of £..... | | | |
| Signed: (Responsible Person)..... | | Date..... | |
| Membership Number (if applicable) | | | |

How did you hear about the Regent Club?

Booking Confirmed by Date.....

Deposit of £..... Paid Date..... Signed.....

Room Hire/Music License of £..... Paid Date..... Signed.....