

# The Regent Sports & Social Club

## Function/Room Hire Booking Form

NAME ("The Responsible Person")			
CURRENT MEMBERSHIP NUMBER		.....	
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"/>
HOURS OF HIRE		Time of Access to Club for Preparation	<input type="text"/>
		Event Times (Arrival & Departure of Guests)	<input type="text"/>
		15 Mins clearing up time allowed after departure of guests.	
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.			
If a Disco is required, would you like the Regent Club to organise? Y or N		<input type="text"/>	
Would you like to hire the clubs Bluetooth Music Box and Mic for £20? Y or N		<input type="text"/>	
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 is £..... plus a returnable deposit of £.....			
Signed: (Responsible Person)..... Date.....			
Regent Club Email Address: regentclub102@gmail.com			

Regent Club Use Only:

Room Hire of £..... paid. Deposit of £..... paid. Equipment Hire of £..... paid.

Booking No ..... Confirmed by ..... Date.....