

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"/>	
<p>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 £100.</p> <p>Signed: (Responsible Person)..... Date.....</p> <p>Membership Number (if applicable)</p>			

How did you hear about the Regent Club?

Booking Confirmed by Date.....

Deposit of £100.00 Paid Date..... Signed.....

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