

THE WINCHESTER CLUB

HIGHFIELD LODGE, WORTHY LANE, WINCHESTER, HANTS. SO23 7AB

Telephone No 01962 840725 (Office), 01962 853496 (Club & Room Hire)

Chairman: Mr. D. Elloway Secretary: Mrs . J. Feltham Booking Steward : Mr R Doulton

FUNCTION BOOKING FORM 2012

NOTE This form must be completed and signed by the Hirer and returned, together with the appropriate deposit, to the Club Bookings Steward. No booking will be confirmed until the **completed and signed** Function Booking Form together with the **appropriate deposit** have been received.

Contact Name Enquiry No

E.Mail..... Telephone Number

Organisation's Name

Organisation's Address

..... Post Code.....

Room to be Hired Function Date

Hours booked From.....to..... Function Day

Function Title No of Persons attending.....

Entertainment required (Band/Discos) Entertainment Organised by Club/Hirer

Room Hire Charge £..... Deposit 25% £.....

Catering Required Yes/ No Number of people to be catered for Coffee/Tea required Yes/ No

Catering Requirement (Please Circle) Lunch, Dinner, Buffet, Own Food Coffee/Tea required Yes/ No

Preferred meal service time (Please Circle) 12.30 pm, 1.00 pm, 1.30pm, 7.30 pm, 8.00 pm, 8.30 pm

Catering Charge £ 50 % Catering Deposit £.....

Own Food Surcharge £..... Late Bar Charge£..... Cleaning Charge £.....

Total Cost of Booking £..... Deposit Paid (hall) £..... (food) £.....

DECLARATION

I/We enclose the required deposit and confirm all relevant entries are complete and correct and accept The Winchester Club's Conditions of Hire and Payment Terms (See page 2)

Signed Date

OFFICE USE Related Enquiry Nos
..... Firm Booking recorded

Booking Invoice and Confirmation raised Date