

Hiring of Premises Application Form

COMPLETE & RETURN TO THE CLUB WITH DEPOSIT

DATE:

NAME _____ EMAIL: _____

TEL No. _____

BRA MEMBERSHIP No. *If applicable _____

DATE OF HIRING – FIRST CHOICE _____ SECOND CHOICE _____

TYPE OF FUNCTION – FULL DETAILS _____

DEPOSIT REQUIRED: £100 (Refundable two weeks after date of event subject providing no damages or breakages)

MAIN HALL [] FROM _____ TO _____

HALL BAR [] FROM _____ TO _____

KITCHEN [] FROM _____ TO _____

I WOULD LIKE EARLY ACCESS FOR SETTING UP ETC. (YES / NO) *If yes please state approximate time _____

Approximately _____ People will attend my function.

N.B YOU WILL BE ASKED TO CONFIRM THIS FIGURE IN DUE COURSE

I HAVE READ THE CONDITIONS OF HIRE ON THE REVERSE AND AGREE TO ABIDE BY THEM

PRINT NAME _____ SIGN NAME _____ DATE _____

Office Use:

TOTAL EVENT COST £ _____

DEPOSIT PAID £ _____

Deposit Return Date: _____ (BACS)

BALANCE DUE £ _____

PAID Amount £ _____

NUMBER OF SECURITY BOOKED _____

INITIAL _____