

Booking taken by:

Date:

Paid: £

(£25 donation fee required per booking)

Tunbridge Wells Constitutional Club Private Function Application

Booking Details

Name of person booking function:

Address:

.....

Tel. No.:

Function/Event:

Date of Function:

Start Time:

(Please indicate arrival time of guests in order that staffing can be arranged accordingly.)

Estimated number of guests:

(Please note children under the age of 14 must remain in the rear lounge area.)

Entertainment

Do you intend to book any entertainment? Yes / No

If yes, please complete the following details:

Type of entertainment: (ie. Disco, live band, etc.).....

Time of set up:

Start time:..... Finish time:

Catering

Would you like the club to arrange for any catering requirements? Yes / No

(If yes we will arrange for a member of staff to contact you directly for further details.)

Additional Notes

- A list of your guests **will be** required and should be handed to the Steward at the start of the function.
- Person booking the function should ensure guests adhere to the Club dress code and behave according to the rules.
- The Constitutional Club reserves the right to inform all members of any private function and associated entertainment.

Confirmation of your booking will be made following the next Main Committee meeting (usually the last Thursday of each month).