

# KINETON SPORTS AND SOCIAL CLUB

HALL BOOKING FORM. **Please complete in BLOCK CAPITALS**

Name: \_\_\_\_\_ Membership No. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Tel. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Bar Required? ( Yes / No ) (Last orders will be 30 minutes before the end time)

Number of attendees expected (If there is a bar this determines the number of bar staff required)	
Room Layout Required (e.g number of round / oblong tables and chairs)	
If you intend to provide your own wine or champagne please provide an estimate of the number of bottles	
Name and address of caterer if applicable / known	
Special requests	

SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

Contact the Booking Officer for further information:

Helen Baker  
Phone number  
[KSSChallbooking@outlook.com](mailto:KSSChallbooking@outlook.com)

**This Section to be completed by KSSC**

**Total Fee Payable:** \_\_\_\_\_

**Deposit Payable:** \_\_\_\_\_ **Due by:** \_\_\_\_\_

**Tick if Paid**

**Card / Cash / Bank transfer**

**Balance Payable:** \_\_\_\_\_ **Due by:** \_\_\_\_\_

**Tick if Paid**

**Card / Cash / Bank transfer**

**Amount of deposit to be repaid:** \_\_\_\_\_

**Tick if Paid**

**Card / Cash / Bank transfer**

**Notes:**