

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: _____

Type of function (e.g. Wedding, Party, etc.): _____

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

Hall_Booking_201608

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: