

# HIGHFIELD SOCIAL CLUB

## FUNCTION ROOM BOOKING FORM

Name of Hirer	
Club Membership Number	

Date Function Room required	
Alternative dates	

Exact reason for event : i.e. <i>Wedding reception, 60<sup>th</sup> Birthday party etc.</i>
Person for whom the event is for : i.e. <i>Self, Brother, Family Friend etc.</i>

Do you require the use of the kitchen	
If you do want use of the kitchen, please answer the following:	

*Please note that the hire of the kitchen only provides use of work surfaces, fridges, microwave oven, and two ovens. No provision is made for utensils etc.*

Do you intend to do your own catering	
Are you using a caterer	
Please provide name, address and phone no. of caterer	
Do you or your caterers wish to use our cooking facilities	

How many people will be attending the event. <i>(In the event of a wedding, please indicate afternoon and evening separately)</i>	
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What time do you require the bar from	
<i>Please note: All beverages not purchased from the club, may attract a charge for corkage</i>	

Do you intend to supply your own beverages at the event	
If so, what do you intend to supply.	

Do you intend to have entertainment	
Please provide name, address and telephone number of all disco's and entertainers being used at the function	

Please provide a contact address for the hirer.	
Daytime telephone number	
Evening telephone number	