



VENUE HIRERS CONTACT DETAILS:

Name		Organisation	
Address			
Email			
Phone Number		Mobile	

Rooms you wish to Hire (Tick the relevant box)

Main Function Room		Kitchen	
Meeting Room			

BOOKING DETAILS:

Please give details of the type of event you are holding. Attach a copy of the programme and names of speakers if applicable

Event Start Time?		Event Finish Time?	
Room Access Required from		Number of people expected?	
Public or Private Event?		Catering Required Y/N?	
Bowling Club Catering Y/N?		Name of Caterer?	
Crockery & Utensils?		Table Linen?	

Fees and Charges		
		Required Y/N
Hire Fee	£ 50.00	
Refundable Deposit	£ 50.00	
TBC Catering (Number @ £ p/h)	£	
Use of Kitchen & Equipment. TBA	£	
Table Cloths on Request. TBA	£	

Total Cost of Venue Hire

I am the hirer / I am authorised by the hirer (delete as appropriate) to enter into this agreement and I agree to the terms and conditions