

Please ensure that you have read our terms and conditions on the attached sheet before completing this BOOKING FORM - BOOK MINIMUM 2 WEEKS BEFORE EVENT

Name of person hiring the premises			
		*Member / Non Member	
Address			
Contact Details	Phone	mobile	

***Hirers must be a member for more than one year to qualify for members rates**

Date of Function			
Type of Function			
Start Time		Finish Time	

Estimated Number of People Expected (Max Capacity 120)	Facilities required*. Hall Only / Hall and Kitchen	Bar Yes / No (additional charge) NOT AVAILABLE FOR 18th BIRTHDAY PARTIES
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*** Delete as necessary**

Will you require access before the start time to set up you event? Yes / No

Will access be required by a third party e.g. Caterers / Disc Jockey? Yes / No

If yes when will access be required.

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Holding Fee required with this completed form. £50 Cheques made payable to Wilstead Bowls Club. This will be returned if there are no breakages or damage to the premises. Payment in full two weeks prior to the date of the event: If the full payment cannot be made the function will not commence and any deposit paid will be forfeited.	HALL FEE _____ BAR FEE _____ Total _____ Holding Fee _____
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I agree to abide by the Terms & Conditions as posted on the website. (March 2024 update)

Signed _____

Date / /

Please return the completed form together with the deposit to the Booking Secretary Liz Potter, 15 Armstrong Close, Wilstead, MK45 3EA. Tel: 01234 740560

Booking Secretary – Signature & date	
Bar Manager – Signature & date	
Club License Holder – Signature & date	

A booking will only be confirmed on return of this form accompanied by a £50 holding fee.