



## Windlesham Club & Theatre Hall Booking Form

01276 472210  
07903 46 26 36

<b>Name of Hirer:</b> <b>Club Member:</b> Y / N <b>Contact No:</b> <b>E.Mail</b>	<b>Address:</b>
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<b>Date Required:</b>	<b>Times Required:</b>  <b>A £30 Fee Is Payable to Extend Bar Opening to 11.30pm Y / N</b>
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<b>Intended Use Of Hall:</b>  <b>Party / Wedding Reception / Anniversary</b>	<b>Planned Music / Entertainment:</b>
<b>Approx Numbers Attending:</b> ➤ Under 12 : ➤ Teenagers ➤ 18 ~ 25 ➤ Adults ➤ TOTAL	<b>Equipment / Facilities Required:</b> ( Tables / Chairs etc:
<b>Names Of Those Responsible For Supervising:</b>	<b>Entertainers Contact:</b> <b>Name:</b> <b>Tel No:</b>
<b>Bar Required For Hirers &amp; Guests</b> Y / N	<b>No alcoholic beverage may be brought into the premises without prior written consent from the Club Management, a charge will be made if not adhered to.</b>
<b>Extra Bar Staff Required Will Be At The ( Hirers Cost )</b>	<b>Hired Door Persons Required:</b> Y / N ( Hirers Cost )

<b>Entertainers Confirmation ( Where Applicable )</b> <b>Amplified Music Will Be Played Via A Noise Limiter</b> <b>Public Liability Insurance Cover In Place ( Copy Certificate Required )</b> <b>Copyright Licence In Place ( Copy Certificate Required )</b> <b>Name Of Entertainer:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____	
I have received and understood the Conditions Of Hire and being a temporary member on the day of my function that I and my Guests will comply to these,	
<b>Name Of Hirer:</b>	<b>Signature:</b>
<b>Date:</b>	

<b>Hire Fee Paid:</b>	<b>Confirmed Booking Date:</b>
<b>Security Deposit:</b>	<b>Extra Bar Staff:</b>

<b>TOTAL To Pay:</b>
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**PLEASE FORWARD A GUEST LIST AT LEAST ONE WEEK PRIOR TO THE BOOKED FUNCTION**