



Received	
Approved	

# Branshaw Golf Club

## Private Party Booking Form

The Bar and Clubhouse facilities can only be booked by a member who must attend and be responsible for the function throughout.

Members Name: \_\_\_\_\_

Booking for (Name): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Post Code: \_\_\_\_\_ Number of Guests (Maximum 110): \_\_\_\_\_

Type of Function: \_\_\_\_\_ Date Required: \_\_\_\_\_

Will Bar Services be required? YES / NO

Will Catering Services be required? YES / NO (Please note that any catering must be organised with the caterer)

Will any other services be required? YES / NO Details: \_\_\_\_\_  
(E.g. Any Disabled Requirements)

The use of the facilities will only be approved in accordance with the conditions set out below and agreed by the person making the request. Please complete this form and return to the office as soon as possible, at least six weeks prior to the required date along with a booking fee of £25.00 for hire of the room. All applications must go before Council and if accepted a letter of confirmation will be sent. Cancellations will result in loss of booking fee.

1. Any breakages or damage to furniture or fittings will be charged to the party and the member booking the party will be held responsible to the Club.
2. The use of confetti or other celebration paper is not permitted on the premises.
3. The normal hours for the use of the facilities is 8.00pm until 12.00am, any deviation from these stated times must be requested at the time of booking.
4. All fire regulations and rules of the club must be observed at all times.
5. Dress Code for Private Functions is smart casual.
6. During the course of the function, any member of the Club will be allowed to use the Bar and Club facilities via the '19<sup>th</sup> Lounge'.
7. A list of names and addresses of all those attending the function must be handed to the Steward / Stewardess at least 48 hours prior to the event.

I have read the above conditions and I agree to abide by them,

Signed: Member: \_\_\_\_\_ Date: \_\_\_\_\_

Organiser: \_\_\_\_\_ Date: \_\_\_\_\_