

The Ivy Lane Club – Function Room Booking Form – 2024

DATE OF FUNCTION:

Name:

Address:

..... Postcode:.....

Contact No:.....

Email address:.....

Function Room required, please tick

Conference Room 1 (upstairs) Ivy Room

Conference Room 2 (upstairs)

Purpose of booking

Number of guests:.....

Function start time:..... Finish time:..... (Minimum of 3 hours will be charged)

Music, please tick : DJ Band Own Music No Music

Food, please tick: Club Caterers

All food must be arranged through the Club's catering facilities at a separate quoted cost.

Welcome Drinks: Yes No We can provide House wine (white, red or rose) or prosecco at £14 per bottle.

A non-refundable deposit of £50.00 is required at the time of booking in order to secure the date. The balance of room hire and associated costs will be due upon arrival on the evening of the function.

Payment can be made by either cash, cheque or BACS (see bank details below) – please use reference: RH and your surname.

All guests are required to sign in on arrival. A signing in form will be provided for completion. This is a requirement to comply with our Fire Regulation and our Licence.

I accept that it is my responsibility to ensure the good behaviour of my guests whilst on the Club Premises, and to abide with the conditions of the 2003 License Act, imposed on the Club. **Please note that no confetti is allowed.**

Signed:..... Date:.....

Deposit: Amount £..... Via: Cash / BACS /Cheque

BACS Details: NatWest
Sort Code: 60-08-15
A/C No: 59074108

Office Use:

Balance: Amount £..... Via Cash/BACS/Cheque

Total Amount £.....

Taken by: