

# PYRFORD SOCIAL CLUB

## APPLICATION FOR MEMBERS PRIVATE FUNCTION

Please **PRINT** in **BLOCK CAPITALS** when completing this form:

Members Name:			
Date of Function:		Time:	*Lunchtime/Evening
Reason for Celebration and who the party is for:			
Additional Information: (i.e. is this a surprise party)			
Contact telephone no's:		Best time to call	
Contact address for correspondence & confirmation:			
Approx Number of people attending + See Note 1 below		Approx Number who are not members: + See Note 2 below	
Entertainment preferred + See Note 3 below			
Party Food: + See Note 4 below			

\* Delete as appropriate

### NO PARTY POPPERS OR STREAMERS

**Notes:**

- 1 Approximate numbers of guests attending are required on application. Actual numbers need to be confirmed 7 days prior to date of function. If the volume of people attending should require an extra member of staff behind the bar you will be required to pay £30 to cover this cost.
- 2 Please specify approx number of guests who are not members of Pyrford Social Club on this application form. You will also be required to provide a written list of non members and their addresses, preferably 7 days prior to date of function, or at the very latest on the day. Please advise your guests that they may be asked to provide ID if they appear to look under 21, without ID they may be refused alcohol.
- 3 If we have sufficient prior notice and entertainment is NOT currently booked for the date requested we would do our best to accommodate your requirements. i.e. Disco or Live Music. Please note that if entertainment is booked specifically for your function you will be required to pay the TOTAL cost of this entertainment, the amount will be advised on confirmation of booking and must be paid 7 days in advance. If we already have entertainment booked for that date then you will be required to pay 50% of that cost, again you be advised on confirmation of booking and the fee is payable 7 days in advance.
- 4 Please state if you will be providing your own food, party food can be supplied by prior arrangement and at the discretion of the Club. Arrangements, details and payment for this must be carried out directly with the Club.
- 5 Private Functions automatically receive an extended bar on a Saturday evening until 12.30am.

**PLEASE LEAVE COMPLETED APPLICATION FORMS ADDRESSED FOR THE ATTENTION OF THE COMMITTEE**