

# 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, PLEASE DON'T USE SELLOTAPE OR EXCESSIVE AMOUNTS OF BLU TAC ON WALLS.**

### 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 £50 to cover this cost. There is an additional cost of £50 for the venue hire although please note the bar will still remain open for the general use of members.
- 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 The club will be delighted to provide a buffet or any other food requirements for your party. Ask for Angie or Joe and they will be only too pleased to tell you what we can offer you. We are unable to accept party hosts bringing their own food or drink into 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**