



Event Booking Form

As an aid to planning an event, the checklist below should prove helpful and may also be returned to the Club to confirm a booking.

Members/Company Name:

Address:

.....

Club:

Contact Name:

Telephone No:.....

Proposed Type of Event:

(i.e. Lunch, Dinner, Meeting, Cocktail Party)

Date:.....

Timings:

Preferred Private Room:

Approximate Numbers Attending:

MENU

SELECTION:.....

.....
.....
.....
.....
.....

DRINKS / WINE REQUIREMENTS:.....

.....
.....
.....

ADDITIONAL REQUIREMENTS:

Audio Visual Equipment:

.....

Flowers: Yes / No

Table Plan/Name Cards: Yes / No