

# HENLEY BOWLING CLUB

## BOOKING CONTRACT



Please read the terms and conditions of hire prior to completing this Booking Contract

Name of Hirer/Group: .....

Contact Person: .....

Postal Address: .....

.....

Phone: .....

Email:.....

Type of Function: .....

Number attending: .....

Date of function: .....

Start time: .....

Finish Time: .....

Bar requirements: please circle as appropriate:

- No Bar Service
- Full Bar Service
- Limited Bar Service
- Bar all paid by Hirer or Guests paying for drinks

Other requests / instructions / conditions (i.e. Requires Kitchen, Bowls, BBQ etc)

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

I have read and agreed to the Terms and Conditions of Hire

Signed: ..... Hirer / Contact Person (please circle)

Signed: ..... Facilities Manager / HBC Organiser

Date: .....

**Initial Copies of Booking Contract to Hirer / Bar Manager/ Facilities Managers File in office**

**HBC Office Information**

*Bar advised and staff organised*

*Who are the HBC helpers if required?*

*Greens Manager notified (if appropriate)*

*Who is the HBC representative for this function?*

**BOOKING NUMBER** .....

Hirer HBC Member Y/N

Venue Hire \$.....

Cleaning Fee \$.....

Licence Fee \$.....

Booking Deposit \$.....

Deposit received on / /

Receipt number .....

Balance \$.....

Balance payable on / /

*Office information*

*Payment received on / /*

*Receipt Number* .....

*Bar Takings* \$.....