

No: _____



For Office Use Only:

Authorised by: _____

Date: _____

Cost of Hire: _____

SHOREHAM CLUBHOUSE HIRE REQUEST FORM

Name:	
Club Member?:	YES/NO <i>(please delete as appropriate)</i>
Address:	
Tele No:	
Mobile No:	
E-mail:	

If you are not a Club Member, please provide the name of the Club Member who will be attending the event:
 Name of Member: _____ *(please print)*

Date Hire Required:	
Time of Hire (from/to):	
Reason for Hire: ***	
Number of Guests:	
Catering Requirements:	Sit down/Buffett/Other* <i>(please specify) (Club Caterer must be used)</i>
Will you be having music?:	YES/NO
If yes, what type:	Band/DJ/Other** <i>(** please specify)</i>
Bar Extension Required?:	YES/NO

Please note, the Club is unable to arrange entertainment.

I understand that due to the age of the Restaurant floors, I will advise my guests that stiletto heels are not permitted to be worn.

A surety of £500 is required for Non-Member hirings, (£100 for Members), please provide below details of a credit card (authorisation of this surety will be obtained within seven days of the date of the event).

Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	cvv no:								<i>(last 3 digits)</i>			

Signed: _____ Date: _____

Print Name: _____ Signed: (Club Member): _____

*** Please provide full details of event, ie. "30th Birthday Party for Partner"