**MEMBER FUNCTION BOOKING FORM**

Dear Member,

Thank you for your enquiry regarding the use of the Clubhouse facilities for your forthcoming event.

Events require to be approved by Council and this form should be submitted at least 8 weeks in advance of the function. A Guest List Form will also be required and must be completed and handed to the Bar/Restaurant Manager on the evening of the event, this will alleviate having to record each name in the Visitors Book.

A dress code operates in the Lounge & Dining Room and members and guests should be smartly dressed. The following clothing is not permitted: ripped jeans, collarless tee-shirts, football/rugby tops/shorts and any shirts carrying slogans or illustrations not-golf related.

The nominated member in charge will be responsible for ensuring that guest names are recorded and that the main entrance door is manned. Members are reminded that there are restrictions relating to children and they should make themselves aware of the rules.

A fee of £150 will be required to hire the Lounge & Dining Room for an exclusive event, paid at the time of booking. If your event is cancelled 6 weeks prior to the event date, your deposit will be refunded to you, if you cancel less than 6 weeks prior to the event, the deposit will be non-refundable.

Ewan Forbes
Secretary/Manager

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| Type of Event : | |
| Date of Event : | Time of Event : |
| Number of Guests Attending : | |
| Number of Members Attending : | |
| Number of Children Attending : | |
| Responsible Person : | |
| Address : | |
| Phone Number : | Email : |
| Type of Meal required : | |
| Use of Dance Floor : Yes / No | Late Licence required : Yes / No |

| Date received | Date Approved by Council | Head Chef | Bar/ Restaurant Manager |
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| Date Hire Fee Paid | Cash / Card / Cheque | Date Booking Cancelled | Date Deposit Refunded |
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