# BOUNDS GREEN RECREATION CLUB LTD: APPLICATION FOR HIRE OF HALL

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Function |  | Date of Booking |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Email: |  | Phone: |  |

## Function Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. of people expected  (max. capacity = 100) |  | Adults: |  | Children: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time from: |  | Until: |  | BAR CLOSES 11.40pm |

|  |  |  |  |
| --- | --- | --- | --- |
| Access needed for set up from: |  | For how many hours: |  |

## Type of Function (please highlight relevant details)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Birthday | Christening | | Wedding | Party | Meeting | Other |
| If Other, please describe | |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Use of Main Hall | Yes | No | *Please add any comments:* |
| Use of Kitchen | Yes | No |
| Deposit paid | Yes | No |
| Total paid |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| *I agree to abide by all the terms and conditions of hall hire and confirm all details on the booking sheet are correct.* | | | |
| Name: |  | | |
| Signature: |  | Date: |  |

**Michael Dawson, Club Secretary**

Bounds Green Recreation Club Ltd, Brownlow Road, London N11 2BS

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|  |  |  |  |
| --- | --- | --- | --- |
| **Quotation for internal office use** | | Total | £ |
| Hire of Hall | £ | Less Deposit | £ |
| Hire of Kitchen | £ | Total Payable | £ |
| Any extra hours | £ | By latest date |  |
| Deposit | £ | Paid |  |

**We will contact you as soon as possible after the event to arrange the deposit refund**