

**EAST BRIGHTON GOLF CLUB
ROEDEAN ROAD BRIGHTON BN2 5RA
Telephone : 01273 604838**

OAK & DINING ROOM BOOKING FORM

Name of Hirer.....

Full Address.....

.....

Telephone No: Daytime.....Evening.....Mobile.....

Type of FunctionDate of Function.....

Number attending..... Start.....Finish

Room(s)required: Oak Room Dining Room (tick as appropriate)

Food Required: YES/NO (delete as appropriate). If yes, please arrange with our Caterers direct (telephone number 01273 604838 option 4; mobiles 07810 004433 Minesh; 07894 204304 Byron. ***Own food not permitted other than birthday and wedding cakes.***

Special drinks requirements should be arranged with our Steward direct (telephone: 01273 621461). All drinks must be ordered from the Club bar. Please state any special requirements in the box below, including any additional time required for setting up of the room.

You are strongly advised to **pre-book** taxis for your return journey to avoid unnecessary waiting at the end of the evening.

CHARGES

1. Hire Fees: Oak Room £150, Oak Room and Dining Room £180; Dining Room £60. All fees payable on booking.
2. Deposit £100.00 payable on booking post-dated to one month prior to the function (refundable subject to state of room and/or any damage).

CONDITIONS OF HIRE

1. The booking of the room(s) will only be treated as a firm hiring when a completed booking form, appropriate fee and deposit are received by the Club, which will acknowledge in writing receipt of the same.
2. For a booking in the period April – September, a refund of the fee will only be given if at least 12 months notice of cancellation is received. For a booking in the period October – March, a full refund of the fee will only be given if at least 6 months notice of cancellation is received; a refund of half the fee will be given if between 3 and 6 months notice of cancellation is received.
3. We ask all those attending to adhere to the Club Dress Code, a copy of which is available on the website..
4. The Hirer is responsible for the behaviour of all guests; children must be supervised at all times.
5. There is a total smoking ban in force.
6. Please be aware that the Dining Room does not have suitable disabled access.

I agree to abide by the above conditions of hire and recognise that the Steward has full powers to refuse entry and/or service. I understand that any costs incurred by the Club as a result of this booking are my responsibility and I agree to reimburse the Club for them.

Signed

Date.....