



## PSLC Function Booking – Enquiries form

### Function bookings may only be taken for current members

Name \_\_\_\_\_

Address \_\_\_\_\_ Tel. \_\_\_\_\_ Payment due: \_\_\_\_\_

Member..... YES / NO

Mem No:.....

Club \_\_\_\_\_ DATE REQUIRED-----

Booking  
Details \_\_\_\_\_

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#### **Room Required: Please tick**

Martello Room.....Blackwood Room.....Oakwood Room.....

Type of Function \_\_\_\_\_ Number attending \_\_\_\_\_ Band \_\_\_ Disco \_\_\_

Food            Yes    No            Supplied by \_\_\_\_\_

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_ Music \_\_\_\_\_

Other requirements \_\_\_\_\_

Was date available            Yes    No    If no was there an alternative date \_\_\_\_\_

Was booking confirmed        Yes    No    If No Why \_\_\_\_\_

**Booking taken by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Booking details agreed by Kellie:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Details on computer by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reception: Please leave this form for Fin in the office tray**