

## Function Booking Form



<b>CONTACT DETAILS</b>		
Name		
Address		
Company/Organisation	(if applicable)	
Contacts	Tel:	Email:

<b>BOOKNG DETAILS</b>		
Room	Manor Room / Hayward Hall *	Est. no. of attendees:
Booking time	Date:	Start time:                      End time:
Purpose of hire	(type of occasion or event)	
Bar required?	Yes / No *                      Start time:                      End time: Extension? Yes / No *	
	<p>The Club is licensed to sell intoxicating liquors to persons aged 18 and over during normal licensing hours, which are: Mon to Thur 9am – 11pm, Fri to Sat 9am – 1.30am, and Sun / Bank Holidays 12pm – 3.00pm and 7pm – 10.30pm. A bar extension is required if drinks are to be served outside these hours and four weeks notice must be given. Due to the limit on the number of extension licences permitted in any year, the Club reserves the right to refuse an extension request. An admin fee of £10 is payable.</p>	
Live music / disco? (we can help source)	Yes / No *                      Extension? Yes / No *	
	<p>An extension is required if you intend to play music outside the hours of 9am – 11pm and four weeks notice must be given. Due to the limit on the number of extension licences permitted in any year, the Club reserves the right to refuse an extension request. An admin fee of £10 is payable.</p>	
Kitchen required?	Yes / No *	

(\* circle as appropriate or write alternative )

I have read and agree to the Terms and Conditions of Hire (see [www.hemingfordpavilion.co.uk/confuns.asp](http://www.hemingfordpavilion.co.uk/confuns.asp))

Signed: ..... Date: .....

Bookings will be confirmed upon completion and return of this form by hand or post to the address below.  
The form must be returned with the room deposit (cheques payable to 'Hemingford Sports & Social Club').

Alison Wilson, Hemingford Pavilion, Manor Road, Hemingford Grey, Cambs. PE28 9BX  
 Email: [admin@hemingfordpavilion.co.uk](mailto:admin@hemingfordpavilion.co.uk) Tel: 01480 464490 (after 6pm) Fax: 01480 464 490

Internal Use Only:

Room OK?	Yes / No	Initial:
Deposit returned?	Yes / No	Initial: