



# LEEK WOOTTON SPORTS CLUB

Off Quarry Close ■ Leek Wootton ■ Warwick ■ CV35 7QJ

☎ 01926 852231

## LEEK WOOTTON SPORTS CLUB BOOKING FORM

<b>Organisation</b>		<b>Function/ Occasion</b>	
<b>Name of authorised rep</b>		<b>Date of function</b>	
<b>Address</b>		<b>Approx numbers</b>	
		<b>Skittles Night</b>	<b>Yes / No</b>
		<b>Start time</b>	
<b>Telephone</b>		<b>End time</b>	
<b>Mobile</b>		<b>Early access for Caterers to set up</b>	<b>Yes / No</b>
<b>Email</b>		<b>Caterers arrival time</b>	

<b>Venue</b>	<b>Hire fee</b>	<b>Comments of hirer</b>
<b>Snug Bar only £20</b>		
<b>Function room only £40</b>		
<b>Extended Hours</b>	<b>£0.00</b>	
<b>Use of the kitchen</b>	<b>£0.00</b>	
<b>LWSC to supply bar staff</b>	<b>£0.00</b>	
<b>Private function all rooms + patio seating</b>	<b>£0.00</b>	
<b>Refundable cleaning / damage / breakages deposit £40</b>	<b>£40.00</b>	
<b>Total hire costs</b>	<b>£40.00</b>	
<b>Less 50% deposit paid</b>	<b>-£40.00</b>	<b>Card - BACS - Cash</b>
<b>Amount due (balance)</b>	<b>£0.00</b>	

<b>To be completed by the Hirer Authorised Representative</b>		
I have read the LWSC - Membership Terms and Club Rules & agree to them		
I have read the booking hire conditions & agree to them		
Hirer Authorised Representative name		
Signature and date		
Contact number		
State any special requirements in detail		
<b>CLUB USE</b>		
Booking accepted		
Deposit received		
Event entered into diary		
Bar staff confirmed		
Kitchen requirements confirmed		
Deposit returned Date & amount		
Form to be copied to SW - HW - HL - PL		

Thank you for booking your function with us.