

PRIVATE FUNCTION APPLICATION FORM

FUNCTION DETAILS

Day: _____ Date: ____ / ____ / ____
Time required: _____ to _____ Surprise Party? YES / NO
Function type: _____
If it is a birthday party, who's birthday is it? _____
How old will they be? _____ Number of guests attending: _____
Do you require a separate area for your buffet: YES / NO (Subject to availability)
Access (subject to term five overleaf) agreed from _____ pm or after



MORE THAN A GAME

DEPOSIT PAYMENT

Amount: _____ Date received: ____ / ____ / ____
Received by: _____
CASH / CC / CHQ

APPLICANT'S DETAILS

Forename: _____ Surname: _____
Address: _____
Postcode: _____
Home telephone: _____ Work telephone: _____
Mobile: _____ Email address: _____

LATE LICENSE

NO (10.30pm finish - No cost) YES (11.30pm finish - £25.00) YES (12.30am finish - £45.00)
Amount: _____ Date received: ____ / ____ / ____ Received by: _____ CASH / CC / CHQ

ENTERTAINMENT

Disco and DJ required at a cost of £ _____ No entertainment is required or supplying own
 Karaoke required
Disco and / or Karaoke fee required by: ____ / ____ / ____ (28 days prior to function)
Disco booked by: _____ Date: ____ / ____ / ____
Received by: _____ Date: ____ / ____ / ____ CASH / CC / CHQ

CATERING

Buffet A or B for a total of _____ persons at £ _____ per head = £ _____
50% deposit £ _____ required by: ____ / ____ / ____ (14 days prior to function)
Received by: _____ Date: ____ / ____ / ____ CASH / CC / CHQ
Buffet booked by: _____ Date: ____ / ____ / ____ CASH / CC / CHQ
Balance of £ _____ to be paid prior to function

NOTES

DECLARATION

I have read and understood the terms and conditions and accept that if they are not adhered to I risk my reservation deposit being non-returnable. I am also aware that I am required to give 56 days' notice to cancel in order that my reservation deposit will be refunded. I confirm that I am over 21 years of age. I, the applicant, tick the appropriate boxes to confirm I have read the following important terms & conditions overleaf:

- | | | |
|--|--|--|
| <input type="checkbox"/> The Booking deposit is non returnable if less than 60 adults attend | <input type="checkbox"/> If Pro-Soccer provide catering any food trays/utensils used may not be taken off the premises | <input type="checkbox"/> No items of food or belongings can be left at the end of the function |
| <input type="checkbox"/> The Late license fee must be received no later than 14 days prior to the function | <input type="checkbox"/> Pro-Soccer must be informed of any under 18's attending prior to the function | <input type="checkbox"/> The function applicant is responsible for any damage carried out |
| <input type="checkbox"/> If you are providing your own catering it is required to be cleared away 45 minutes prior to finish | <input type="checkbox"/> The bar may be open to the public until 6.45pm | |

Signed: _____ Date: ____ / ____ / ____