

# 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 (11.00pm finish - No cost)  YES (12 Midnight finish - £25.00)  YES (1.00am 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_