

**PRINCE GEORGE'S CLUB – ROOM BOOKING FORM – MEMBERS ONLY**

Note: Non-Members are required to join the Club prior to any booking being accepted. A Membership application form is to be submitted with this application. Please allow up to two months for this to be processed.

Please complete this form fully and return it to a member of our bar staff. Thank you.

Name: (in caps)\*: .....

Contact details: Home.....Mobile.....Email.....

I wish to book the **main lounge / front room** (delete as appropriate) for (please name the event):

..... on

Day.....Date..... from time.....until.....

(Applications will not be allowed for the last Saturday of each month.)

Anticipated number of adult persons .....

Are children under the age of 14 expected to attend? YES/NO - If yes, how many.....

Please note the following Club provisos:

**Drinking Licence:** (over 18s only) – Friday & Saturday: 12 pm midnight. Other days: 11 pm.

**Music Licence:** to 11.00 pm non-extension and Midnight on extension nights. Applicants are to arrange their own entertainment.

**Fire Certificate:** Max. number of people: 80 in main lounge and 25 in front room.

**Children and Adolescents** (under 14): Children under 14 must vacate the Club by 9.00 pm.

**Members:** Club Members are entitled to joint use of the booked room, even if they have not been invited.

**Payment:** Refundable deposit **£150.00** subject to no damage or extra cleaning being required – (Committee’s discretion). **Administration fee: 50.00.**

Amount enclosed £200.00 Cash/Cheque (Delete as appropriate.)

Signed: ..... Member/Non-Member (delete as appropriate)

Enclosed, appropriate payment and, if applicable, completed Membership application form.

**For Office Use: Complete & return Receipt slip to Applicant\*.**

Application approved by Committee on .....

Steward notified by ..... Date .....

**RECEIPT OF DEPOSIT**

Received the sum of £200 from.....

in respect of the booking on .....(day and date)

Signed ..... Name in Caps.....

for and on behalf of RPCC.

Date: .....