CARLTON CLUB
279 Bury Old Road
Prestwich M25 1JA
Tel: 07709 296164 (Evenings after 7 p.m.)
E mail: carltonclubprestwich@aol.com
Website: www.carltonclubprestwich.co.uk

ROOM BOOKING FORM

Applicant's Full Name .....

Applicant's Signature.....

Address.....

.....

Home phone No.*.....Mobile*.....

E mail address*

*This information is optional. However, if provided, it will speed up your application. We will not divulge ANY of these optional items to ANY 'third parties'.

Date requested..... Times requested.....

Nature of Function .....

Expected attendance .....

Children to be present (please circle) Yes No

If earlier access is required to prepare the room for the Function, or for a buffet delivery, the date and time should be agreed in advance with the Club Steward.
N.B. Such access will preferably take place during club opening hours when the room is not in use.

Provisional acceptance or non-acceptance of the booking will be advised as soon as possible following receipt of the booking form.

A returnable £50 deposit should be received by the Club at least four weeks in advance of the date of the Function to confirm the booking.
N.B. The deposit is taken to cover potential damage or the requirement for professional cleaning but will usually be returned following the Function.

For Club use only

Date request received..... Received by..... Date to Committee.....

Deposit received..... Booking confirmed .....