

The COLLITON *Club & Bar* est. 1949

ROOM HIRE BOOKING FORM

MEETING ROOM HIRE

To make a booking for either the Dorset, Newberry or Churchill Room, at the Colliton Club & Bar, please complete the Booking Form.

The Dorset Room can seat 40+ guests, in a variety of table and chair combinations and can be booked for only £40 per session. The Newberry and Churchill rooms both seat 12 and are available for £30 per session. Please note that only food and drink supplied by the Colliton Club & Bar can be consumed on the premises.

POUNDBURY BAR & FUNCTION ROOM HIRE

To book the Poundbury Bar for any larger functions, parties or gatherings, please also complete the Booking Form.

The Poundbury Bar and Function Room is charged at £100 per session which includes a non-refundable deposit of £50. The deposit must be made at the time of booking to secure the date and time slot. Normal hours of opening for parties and functions in the Poundbury Bar are 7pm – 12am. If you require extended opening hours this can be arranged with an additional charge of £50 that must be paid for at the time of booking.

Please note that only food and drink supplied by the Colliton Club & Bar can be consumed on the premises.

The person making the booking must be a member of the club and hold a current membership. Membership can be obtained during the booking process if required. The member booking the event is responsible for the conduct of all persons attending the function and as such, may be liable for any damages to property belonging to the Colliton Club & Bar during the event.

PAYMENT

Payment can be made by Cash, Cheque or Card. Full payment, including for any food & drink provided must be made on or prior to the day of the event unless previously agreed upon by management. In some cases, we can arrange for payment to be made via Bank Transfer, which again, needs to be previously agreed upon. Please note that all prices are correct as of 1st September 2018 but can be altered at the manager's discretion, please feel free to discuss any payment issues further.



ROOM HIRE BOOKING FORM

Event/Function Name

Name Membership Number

Billing Address (If required)

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Home Telephone Number Mobile Telephone Number

Type of Function

Date of Function Estimated Start & Finish Times

Estimated Number of Attendees Name of Room Booked

Any Special Requests

Buffet Required YES/NO At £..... Per Head

Deposit Taken YES/NO Amount Outstanding (to be paid at a later date)
£.....

Signed (By signing you are agreeing to all terms and conditions listed previously)

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Date