

<b>Organiser's Full Name: Or Association</b>	Mr/Mrs/Miss			Date:	/ /
				Booking No	
<b>Address:</b>				Contact Tel No	
				Mobile No	
	Post Code:		E-mail		
<b>Requirements</b>		<b>Please tick</b>	<b>Facilities required</b>		<b>Please Tick</b>
1	Wedding:		A	Dining Room	
2	Christening:		B	Dining Room + Men's Bar	
3	Birthday:		C	Men's Bar	
4	Anniversary:		D	Mixed Lounge	
5	Funeral:		E	Whole Club	
6	Others:		F	Quiet Room	
7	Please specify:		G	Other (Please specify)	
<b>Date of proposed function</b>			Booked through a Member: YES/NO		
			Member's Name:		

<b>Numbers expected</b>		Arrival Time:		Bar Closure Time		Security Required: YES/ NO
						Deposit Required: YES/ NO Amount £
<b>Special Requirements</b>	<b>Room Hire</b>					

Please ensure that all of the relevant details are accurately recorded above to ensure full understanding of the client requirements.  
Please also confirm that the client has read and has accepted the Terms & Conditions of hire of the various facilities of Prenton Golf Club.

Reviewed and accepted by: (PGC House Manager/ Manager/ Assistant Secretary)	
Name of Organiser:	Signature of Organiser:
Date:	