



Greshams

Sports and Social Club Limited

Booking Form

To confirm your booking please complete this booking form, sign and return to the Assistant Manager, Greshams Sports and Social Club Ltd., 312 Tuddenham Road, Ipswich, IP4 3QJ together with your deposit.

General Details:

Name of Hirer:	
Contact Name:	
Company Name;	
Contact Address:	
Contact Telephone No.	
E-mail address:	
Date of Hire:	
Time of Event: Start / Finish	
Type of Event:	
Estimated Attendance:	

Hall Requirements:

Staging required?	YES/NO
Dance floor required?	YES/NO
Bar required?	YES/NO
Use of PA system?	YES/NO
Any other requirements?	

Package Requirements:

Package	Special Events		Weddings
	Standard	Bronze	
What table requirements do you need - numbers?			
What chair requirements do you need - numbers?			
Table plan provided?			

Optional Extras:	Please tick
Bar Extension 11p.m. – 12a.m.	
Downlighters behind drapes	
Disco	
Downlighters & Disco	

Entertainment Organised/Time of Arrival:

Band		am/pm
Discotheque		am/pm
Cabaret		am/pm

Catering Requirements:

Do you require:	A formal sit down meal		Buffet		Both	
We will be happy to provide a quote for any occasion. Only food purchased through Greshams may be consumed on the premises.						

Bar Requirements: (All provided by Greshams)

Do you require any drinks to be ordered by Greshams? Please ask for details and arrange an order at least four weeks prior to your event with the Assistant Manager on 01473 250816. On receipt of the order, a price will be calculated for this, an invoice issued which must be settled prior to your event. Only drinks ordered and purchased through Greshams may be consumed on the premises.



Terms & Conditions

- All drink and catering requirements must be purchased through Greshams and consumed on the premises. A listing of drinks for those special occasions is included for your information. Any agreed bar tabs must be settled before departure from the event (see terms of payment).
- To secure your booking for the hire of the hall a non-refundable deposit of £250.00 (incl. VAT) is required.
The deposit is required within 3 weeks of the provisional booking being taken. Failure to return the deposit and completed form within this time could jeopardise your planned date being available. The remainder of the fee is payable at least 8 weeks prior to your event. Any cancellation of an event after this time will be subject to the full amount being charged.
- Greshams retains the right to charge, in their opinion, for any damage to property/equipment caused and expenses relating to any such incident.
- Hirers should also note that the Maple Lounge and David Scotland Bar areas of the Club are reserved for “members and their guests only” and are off limits for those attending private functions. Entry to your function is via the foyer door to the right of the Willow Suite, with use of the bar provided in the Hall.
- No items are to be placed on the drapes whatsoever or walls, doors, etc., without consultation with the General Manager or Assistant Manager (i.e. banners, posters, photographs, etc.). The drapes/staging must not be tampered with in any form and any requests must be directed through the General Manager or Assistant Manager.
- The person/company named on the front sheet will be responsible for arranging with Greshams their requirements and order and no correspondence will be entered into with any third party. In addition, this person will be responsible for ensuring that all financial issues are settled satisfactorily.

Terms of payment: Payment can be made by cash, credit/debit card or cheque, which should be made payable to Greshams Sports and Social Club Limited and addressed to the General Manager (telephone number 01473 250816) at the address at the bottom of the page.

Signed _____ Print Name: _____ Date: _____

Greshams Sports and Social Club Ltd., 312 Tuddenham Road, Ipswich, IP4 3QJ

Email: sandra@greshamsclub.com

For Greshams Office Use Only;

Total Hire Cost:	
Deposit Paid/Amount/Date:	

Date Form Sent:

Official: