



Royal British Legion Scotland

Forres Branch and Club

Bookings Form

Please fill in all information below. Keep a copy on file and give a copy to the person making the booking.

DATE/TIME HALL IS REQUIRED ____/____/____ : ____ HRS

PLEASE CIRCLE AS APPROPRIATE: HALL LOUNGE BAR

TYPE OF FUNCTION: _____

NAME OF PERSON MAKING BOOKING: _____

CONTACT NUMBER: _____

ADDRESS IF PHONE BOOKING:

 _____ POSTCODE: _____

TOTAL ATTENDING: _____ TOTAL UNDER 18: _____

TOTAL NUMBER OF ROYAL BRITISH LEGION MEMBERS ATTENDING: _____

- Each member can sign in 5 guests
- No occasional licence required if there is enough members to sign in guests

FOOD REQUIRED: YES NO

KITCHEN FACILITIES REQUIRED: YES NO

ANY SPECIAL REQUIREMENTS: OWN DRINK (Corkage will be charged) ENTERTAINMENT ECT:

CHARGES: AS PER ATTACHED PRICE LIST ON NEXT PAGE

CANCELLATION FEE: 25% LESS THAN 2 WEEKS NOTICE. 50% IF LESS THAN 1 WEEK NOTICE

BOOKING STATUS: PROVISIONAL CONFIRMED

ALL CHILDREN UNDER 18 MUST LEAVE THE BUILDING BY 22:30. UNLESS APPLIED FOR AN OCCASIONAL LICENCE.

All U18s are the responsibility of the person making the booking

WE AGREE TO ABIDE BY ALL BRANCH AND CLUB RULES

SIGNED: _____ PRINT NAME: _____ DATE: ____/____/____

BOOKING TAKEN BY: _____ DATE: ____/____/____