|  |  |
| --- | --- |
| **West End Social Club**  **2 High Street, West End, Woking, Surrey GU24 9PL**  **Club telephone number: 01276 858501** | **club tree.png** |

**EVENT BOOKING REQUEST**

**Date of event: ...................................................**

**Times (tick): o Morning (up to 12.00) Afternoon (up to 5.00pm) E Evening (up to 11.30pm)**

**Rooms Required (tick): Committee Room Lounge Dance Floor & stage**

**Description of the Event: ............................................................................................................**

**Number of Guests (approx) :.............................. (club members)........................ (non-members)[[1]](#footnote-1)**

**Please tick if you wish to have exclusive use of the Lounge for your event (£50 charge)**

**Type of Entertainment, if any (e.g. Disco, band, etc) :...................................................................**

**...................................................................................................................................................**

**Will catering be provided? Yes/No (the Committee Room must be booked for catered events)**

**Bookers name[[2]](#footnote-2) : ........................................................................................................................**

**Membership Number (if known): .........................**

**Address :..................................................................................................................................**

**..............................................................................................................................................**

**Telephone numbers :............................................ (home)............................................(mobile)**

**Email address: .............................................**

**I confirm that I will comply with the booking conditions on the reverse of this form**

**(These are also on the club website and you can ask for a printed copy for reference)**

**Signed: ....................................................... Print name: ..............................................................**

**Date: ..........................................................**

**Please return this form by post to the club or by handing it across the bar.**

**ALL BOOKINGS ARE PROVISIONAL UNTIL CONFIRMED BY THE CLUB SECRETARY**

1. **There is a limit of 30 non-member party guests on Saturdays and other evenings when entertainment is funded by the club. The normal limit on party size on other evenings (usually on Fridays) is 120 persons.** [↑](#footnote-ref-1)
2. **If you are not already a club member, you are required to take out club membership.** [↑](#footnote-ref-2)