



(Register No. 30095R)

West End Park, West End Lane, Nailsea, North Somerset, BS48 4BY.

Tel: 01275 810818

Website: <https://nailseabackwellrfc.rfu.club>

Shaded fields for use by Nailsea & Backwell RFC Officers only

## Event Booking Form

### Event Details

Event:

Date(s):

Arrival time:

No of people:

Event start time:

Event finish time:

Facilities:

Backwell Bar

Nailsea Bar

Kitchen

2<sup>nd</sup> XV Pitch

3<sup>rd</sup> XV Pitch

Catering requirements:

Special dietary requirements:

Table clothes required:

Website entry:

Advertised

Private

### Details of any other requirements/needs

### Contact Details

(\*Mandatory Information)

\*Name:

\*Address:

\*Post Code:

\*Email Address:

\*Telephone No.:

#### Booking Confirmation

Request received

\_\_\_ / \_\_\_ / \_\_\_

Name

Signature

Decision

Accepted

Declined

Request confirmation

\_\_\_ / \_\_\_ / \_\_\_

#### Charges to Customer

Total £ \_\_\_\_\_

Deposit £ \_\_\_\_\_ due \_\_\_ / \_\_\_ / \_\_\_

Balance £ \_\_\_\_\_ due \_\_\_ / \_\_\_ / \_\_\_

#### Payments Received/Confirmed

Name

Signature

Deposit  \_\_\_\_\_

Balance  \_\_\_\_\_



Event \_\_\_\_\_ Date \_\_\_\_\_

**SIGN OFF**

Booking Confirmed	Catering Confirmed	Costs Confirmed	GMS/Website Updated
Bar Manager	Catering Manager	Treasurer	Secretary / Treasurer

**COSTING**

What?	Cost (£)	Sale (£)	What?	Cost (£)	Sale (£)
Backwell Bar hire	75		Tea and Coffee	10 (min)	
Nailsea Bar hire	100				
Kitchen hire					
Pitch hire					
Staff					
Catering					
Table cloths	8 (each)				

**PLANNING**

What?	Who?	When?	✓
Advise client last orders at 23:00 and music off at 23:30.		__ / __ / ____	<input type="checkbox"/>
Advise client that visitors must vacate the premises by 23:45.		__ / __ / ____	<input type="checkbox"/>
Advise client that they must arrange DJ, if needed.		__ / __ / ____	<input type="checkbox"/>
Catering needs discussed?		__ / __ / ____	<input type="checkbox"/>
Planning restrictions considered (e.g. outside P.A./music)?		__ / __ / ____	<input type="checkbox"/>
Staff organised, and informed of dress code?		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>

**CLEAN-UP**

What?	Who?	When?	✓
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>
		__ / __ / ____	<input type="checkbox"/>