



Urmston Men's Club & Institute

# Function Room Booking Form

To book UMCI for your function, please complete this booking form.

Please give as much detail as possible to help us understand your requirements.

### Room Rates -

- £100 Non-Members with club catering
- £200 Non-Members WITHOUT CATERING
- Free to members with club catering
- £100 Members WITHOUT CATERING

- 50% deposit required at the time of confirmed booking
- Full payment is required before commencement of the function, late payments WILL incur additional charges
- Guest list required for the door so we can manage entrance to the function



**PLEASE NOTE: ONLY FOOD PROVIDED BY THE CLUB MAY BE CONSUMED ON THESE PREMISES. THEREFORE, WE REGRET THAT ALL FUNCTIONS CAN ONLY BE CATERED FOR BY THE CLUB. IF YOU ARE HIRING THE ROOM ONLY, THEN YOU ARE UNABLE TO PROVIDE YOUR OWN CATERING.**

Name:		Membership No:	
Contact Telephone Number:		Contact Email Address:	
Date Required:		Occasion:	
Buffet Required:	Hot Buffet	<input type="checkbox"/>	No Buffet <input type="checkbox"/>
	Cold Buffet	<input type="checkbox"/>	Hot & Cold Buffet <input type="checkbox"/>
Room Required:	Lounge (funeral only)	<input type="checkbox"/>	Concert Room <input type="checkbox"/>
	Concert Room (Balcony Only)	<input type="checkbox"/>	
Expected Number of Guests:			
Any other details or requests:			

Ralph Stretch 07891 135514

Sharon Anderton 07778 452936

**Please return this form to either the Secretary or Assistant Secretary who will co-ordinate and confirm your booking request.**

**You can also email to [info@urmstonmens.org](mailto:info@urmstonmens.org)**