



# UMCI "FUNCTION ROOM" BOOKING FORM

To book a UMCI function room, please complete this booking form

Please provide as much detail as possible to help us understand your requirements

If you require any clarification then please contact us

Name		UMCI Member	Yes / No
Contact Name		Contact number and e-mail	
Date Required		Start / End Time	
Occasion		Expected Number of Guests	Adults Children
Any other details/comments/requests:-			

## Room Rates

UMCI recognise that many people are working to a limited budget and therefore we are prepared to discuss room rates on a function by function basis especially where a significant increase in bar sales can be expected

## Buffet / Food

UMCI use 2 excellent local caterers who can provide both hot and cold buffets or hot and cold combined – they can be dealt with directly contact details available on request

Alternatively you can organise your own buffet – subject to completion of the relevant UMCI disclaimer

## Refundable Deposit

UMCI require a refundable deposit of £100 payable on confirmation of the booking. This will be returned subject to the premises being left in the same condition as found

## Rooms

Dependant on availability we have 2 rooms that can be booked according to the type, time, number of people and your functions specific requirements

The "Lounge" fits 60 people in a comfortable surroundings – suitable for smaller predominately day time gatherings

The "Concert Room" is a much larger room with a capacity in excess of 150 complete with a raised stage, large dance floor and dedicated bar

## Organisers responsibility / Club Rules

Over and above the normal legal requirements of licensed premises our main requirement is that you and your guests treat our facilities as you would expect us to treat yours and that you leave everything in the same condition as you find it

Whilst outside areas can be used one specific we need to mention is the bowling "Green" this is out of bounds and we would expect you and your guests including children to respect this

## Contact Details

Scott/Bar:- 0161 748 2800

Office:- 0161 748 9022

e-mail:- [info@urmstonmens.org](mailto:info@urmstonmens.org)