



FUNCTION BOOKING REQUEST FORM

Name & Address	Contact Number	Type of Function (i.e. 40th Birthday Party)	
Date of Function		Times Required	
Number of Guests Expected (Please indicate if guest's under the age of 18 will be attending)			
Special Requests			
Deposit	Room Hire	Use of Kitchen	Late License Fee
£40	£30	£30	On application
Please Note	Full payment and the £40 deposit with the signed and dated original of this form are required to confirm a booking of the function room. This is required in advance of the event. Until such time all bookings are considered provisional.		
Terms & Conditions	Cancellation of the booking within 28 days of the date reserved will result in the forfeiture of your deposit.		
Please return your signed form to:	Hours of Availability. For evening functions, the room is available from 7.30pm unless otherwise agreed. The bar will be open from 7.30pm until 11pm, unless you have requested an extension of normal licensing hours (until 1pm). All guests must depart the premises before 1200 midnight and the room vacated by you before 12.30am. Guests should be made aware of these conditions prior to the event.		
Banbridge RFC Rifle Park Arderys Lane Banbridge County Down BT32 3RH	Banbridge RFC reserves the right to refuse, without explanation, any booking, or to refuse admittance to the premises of any guest.		
	<div style="display: flex; justify-content: space-between;"> Signed Date </div>		