



Merranti Pavilion Booking Form

Name: _____

Email address: _____ Telephone Number _____

Postal Address: _____

EVENT REQUIREMENT:

Note: (All events must finish by midnight the latest)

Date(s) required: _____ Start Time: _____ Finish Time: _____

Nature of event: (eg Birthday Party, Meeting, Wedding etc) _____

Time at which access is required for setting up? _____ (Charge rate is from access time)

Will areas of the recreational ground be required in addition to the Pavilion? _____ Yes/No?

Will you require the bar? Yes / No? If Yes, at what time do you require the bar to be open? _____

NOTE: A minimum of **TWO bar staff** up to 50 guests and a minimum of **THREE bar staff** for 50+ guests at the rate of **£10 per hour per bar staff**.

Catering arrangements? _____

Formal tables required? _____

Have you applied for a **TEN?** (Temporary event notice allowing the sale of liquor and entertainment - obtainable from Sevenoaks D.C.)? _____

Our category is: **Club Premises Certificate** and our Reference Number is **11/00611/LACPC**

| <u>Licensing Hours</u> | <u>Friday</u> | <u>Saturday</u> |
|------------------------|---------------|-----------------|
| Last orders | 22:45 | 23:15 |
| Bar closes | 23:00 | 23:30 |
| Event Closes | 23:30 | 12 (Midnight) |

Approximate number of guests? (Maximum 120) _____

Payment:-

| | Amount | Total |
|-------------------------|---|--------------|
| Event hire | £25.00 per hour (from access to exit) | |
| Bar Staff | £10.00 per hour (minimum 2 bar staff up to 50 guests moving to minimum of 3 bar staff for 50+ guests) | |
| Cleaning Deposit | £100 returnable on inspection of venue | |
| | Total Enclosed | |

Please return completed form to:

Jo Pulley
Pavilion Bookings Edenbridge RFC
Hayeswater, West Hill Gardens, West Hill, Oxted, RH8 9JD
Tel. 01883 713493; email; jocelyndpulley@gmail.com