

ITCHENOR SAILING CLUB - EVENT FORM

Function Title:

Date of Function:

Function Organiser:

Please note that the Function Organiser is responsible for their guests and their behaviour and if necessary should be the last one out of the building. Please note licensing regulations. See Rules 2.9 to 2.16. The organiser should also note that the Bar will be closed half an hour before the function finish time, allowing attendees half and hour "drinking up" time. See Rule 2.14

Address:

Contact Number:

Mobile:

Email:

Club function / Private function?

Approx how many attending:

Approx price per head:

Reception (if any):

Start time:

Requirements:

Start time:

Seated to eat time:

Finish time:

Starter:

Main course:

Pudding:

Cheese course:

Coffee and mints:

Other special requests: (Inclusive drinks, decorations, table linen, table plan, tickets etc)

Level of service: **Self Service / Assisted service / Silver service**

Collect from / Table service, Veg in / Fully served at table
Serving / communal dishes /

Bar Extension required? (Cost £25)

Bar close time:

Notes:

FOR OFFICE USE ONLY

Price per head:

Confirm numbers by date:

RCA / Sec Approved:

Date:

Quote sent. Date:

Quote accepted. Date:

Details to Accounts Dept. Date:

TEN Form sent, if required. Date:

TEN Form received. Date:

Booking deposit of £ received. Date:

TEN application submitted. Date:

TEN result:

TEN result advised to Organiser. Date:

Organiser invoiced. Date:

Invoice paid. Date:

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COSTS

Reception: £

Starter: £

Other: £

Main course: £

Pudding: £

Total Food Cost: £

Plus VAT on food: £

Add margin:

Food cost per head £

ADD EXTRAS

Cheese course: £

Coffee and mints: £

Table linen £

Other special requests:

Total extras per head: £

Level of service: Self service / Assisted service / Silver service

Number of Staff:

Hours required:

Additional cost for service: £

Overhead contribution £

Total price per head £

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