

PORTADOWN MASONIC RECREATION CLUB
Function Room Booking Form

Name of Organisation: _____
Person in Charge: _____
Address: _____

Telephone: _____
Email: _____
Date and Times Required: _____
Type of Function: _____

Fee Paid? Yes / No (**Delete as required**)
Late License Required? Yes / No (**Delete as required**)
Kitchen Required? Yes / No (**Delete as required**)
Agreed to T&C's Yes / No (**Delete as required**)

Hire Fee: £75.00 Function Room

Paid up members of the Portadown Masonic Recreation Club will have the fee refunded if the function goes ahead. This does NOT include third party bookings.

*Our GDPR Policy applies. We will **never** pass your details on to a third party.*

NOTE:- Club Rules MUST be adhered to.

- **The Facilities must be left clean and tidy. Breakages MUST be reported.**
- **Please notify the bar staff once the function has ended.**
- **Fire Exits must be kept clear.**
- **Only alcohol purchased on the premises may be consumed on the premises.**

Please note that all persons under the age of 18 years should be off the premises by 10.00pm

I, the undersigned, agree to the room hire terms and conditions which are available on the online booking portal. All sections must be completed. Your booking will not be confirmed until payment has been received.

Signed: _____

Date: _____