**Berkhamsted Lawn Tennis & Squash Rackets Club**

Broadwater, Lower Kings Road, Berkhamsted, Herts HP4 2AL

Tel/Fax: 01442 863393 e-mail: [manager@bltsrc.co.uk](mailto:manager@bltsrc.co.uk) website: [www.bltsrc.co.uk](http://www.bltsrc.co.uk)

**ROOM HIRE - BOOKING FORM**

**Please ensure that you have read our Terms & Conditions before completing this form. Any queries may be addressed to the Club Manager (contact details above), to whom this form should be returned, together with a £50 holding deposit.**

Hirer ……………………………………………………………………………….

Member? Yes/No

Address …………………………………………………………………………..

………………………………………………………………………………………..

Home Tel …………………………..Mobile …………….………………….

Email ………………………………………………………………………………

Date of Event …………………………………………………………………..

Event Description …………………………………………………………….

Estimated No. of People Attending ………………………............

Details of Entertainment eg. DJ/Band/Photo Booth/Gaming Wagons/Candy Carts etc. **N.B: This must be declared before the event** …………………………………………………..

**Facilities Booking Details**

Lounge from ……………………….. to ………………..………….

Set Up Time (by arrangement) ……………….…………….

Bar Extension beyond 11.00 pm Yes/No (additional fee of £25)

Food requirements ……………….…………..

**Payment Details**

Lounge Hire Fee £ ………………………..

Centenary Room Fee £ …………………………

Deposit Paid £ ………………………...

Final Balance Due (14 days prior to hire) £ ………………………….

£100 Damage Deposit (refundable) received Yes/No

I have read, agree and understand the Terms & Conditions which form a part of this agreement

Signature ……………………………………………………………………………. Date …………………………………………