



NAIRN DUNBAR GOLF CLUB
Lochloy Rd. Nairn IV12 5AE.
Tel: 01667 452741



MEMBER FUNCTION REQUEST

Person Responsible (must be a member):

Name:.....

Address:.....

.....

.....Post Code:.....

Telephone No: Home:.....Work:.....Mobile:.....

Alternative Contact Name and No (if applicable):

Function:

Club/Society Name:.....

Private. Name (if different from above):.....

Type of function:.....

Date of Function:.....

Start time:..... Finish time:.....

Expected Numbers:.....

Type of Entertainment:.....

Catering: Finger Buffet Fork Buffet Dinner Stovies Other

(For arrangement see item 3 below)

Bar: Any Special requirements?

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Other Requirements:

CLUB TERMS AND CONDITIONS:

1. **Payment:** on day of function (unless prior arrangement made with Club Secretary)
2. **Cancellation:** if made within 5 days of function all expenses must be paid to the club
3. **Catering:** All catering requirements must be discussed with House Manager within 14 days of receiving confirmation of Booking.
4. **Bar:** Any special drinks and wine requirements, bar tab etc must be discussed and agreed with the House Manager 2 weeks prior to the function
5. **Bar Hours:** The Bar will close at 11pm (Sun. to Thu.) and 00.30am (Fri. & Sat.). The responsible person in conjunction with the Bar staff must ensure that all guests vacate premises 30 minutes after closing time
6. **Dress Code:** Sleeveless or collarless shirts and football shirts are **NOT** allowed to be worn. Anyone arriving wearing any of the above will be refused entry.
7. **Person responsible:** must complete the Guest List Form and submit to the Club 24 hrs. prior to function. The person is also responsible for the behaviour of all guests who must abide by the Club Rules and Regulations.
8. **Final function numbers:** must be notified to the House Manager at least 7 days prior to the date of the function. Any small variance from this number must be notified to the House Manager 24 hrs prior to function at which time the agreed number will be charged.
9. **Maintenance Charge is payable on receipt of confirmation.**

I HAVE READ AND ACCEPT THE ABOVE TERMS AND CONDITIONS

SIGNED: **Date:**