

booking form

Name of Function:

Name of Organiser (s)

Address:

.....

.....

Email:

Tel No: **Mobile:**

Date & Day of Function:

Time of Arrival:

Time of Meal:

Number of Guests: **Number of Children:**

Top Table No.:

Orange/Water on tables:

Wine Requirements:

Bar: Opened () Closed ()

Entertainment & arrival time:

Special Requests:

.....

A provisional booking will be held for 7 days after which a £200.00 deposit (non refundable) is required to secure booking. Final numbers must be confirmed at least 48 hours in advance before intended function date. The menu must be confirmed 2 weeks before intended function.

MENU CHOSEN

CHILDRENS MENU

TERMS & CONDITIONS FOR WEDDINGS, PRIVATE FUNCTIONS, BUSINESS CONFERENCES & PR EVENTS.

1. The customer shall be responsible for the conduct, language and good behaviour of all their guests, during such times that they are on or in the vicinity of the premises. The customer shall ensure that any guests brought by them to the premises are not subject to a barring order and have not been excluded from the premises by management.
2. The customer assumes the responsibility for damage caused by them or any guests or other persons attending the function, whether in the room reserved or in any part of the premises and undertake to make good, or pay full restitution for the making of any material damage to furniture, fixtures or equipment.
3. No advertisement or notice, decoration, flag or emblem referring to the function may be attached to or displayed in or about the interior/exterior of the building unless by prior agreement with the management. The customer undertakes to conduct their function in an orderly manner and to provide supervision of all persons attending the function (such supervision to be in full compliance with the rules and directions of the management whose decision shall be final.
4. Children must be controlled by parents or guardians at all times.
5. The management reserve the right to change prices annually and apply the same.
6. All function charges should be paid on the day of function

I AGREE TO ABIDE BY THE TERMS AND CONDITIONS

SIGNATURE OF ORGANISER:

DATE:

DATE OF FUNCTION:

PLEASE RETURN COMPLETED FORM WITH DEPOSIT TO:
 Mr Robert Odgers, Brownlow House, Windsor Avenue, Lurgan, BT67 9BG

Mob: +44 (0) 7788 533 774
Tel: +44 (0) 28 3832 6049
www.brownlowhouse.com
info@brownlowhouse.com