FUNCTIONS
INFORMATION & APPLICATION FORM

Ipswich SPORTS CLUB

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INFORMATION

The Function Room is ideal for both parties and business meetings, and is bookable by members and non-members.

We can accommodate various room layouts for business meetings (theatre style, boardroom) and can offer the possibility of a range of celebrations such as wedding or birthday parties together with bespoke catering facilities.

PLEASE NOTE THE FOLLOWING:

1. Bar & Function Opening Hours are as follows:

Monday to Thursday	9.00am to 10.30pm	(extensions may be available on request)
Friday to Saturday	9.00am to 11.00pm	(extensions may be available on request)
Sunday	9.00am to 9.00pm	(extensions may be available on request)
	Late bar available til midnight	

2. All food and drinks consumed on the Club premises must be purchased from the Club.
3. For all catering enquiries, please speak to our Functions Co-ordinator who will put you in touch with our franchise caterer directly.
4. Evening hire periods must normally end no later than half an hour after closing time.
5. There is a no smoking policy on these premises.
6. Charges: Function Room, Henley Road — £100.00 Members or £175.00 Non-Members. Payment to be made at time of booking
7. Room Layouts: for a Buffet - 120 people maximum. For a Sit Down Meal - 60 people maximum. Larger events may be possible, please call for details.
8. Please return this form as soon as possible to the Functions Co-ordinator, preferably at least 8 weeks before the proposed date of hire, and no later than 4 weeks.

APPLICATION FORM for hire of facilities at Henley Road

Proposed Date of Hire: ..... Proposed Hours of Hire: .....

Name: .....

Address: .....

Telephone No: .....

Email: .....

Type of Event [Birthday/Anniversary?]: .....

Where did you hear about Ipswich Sports Club? .....

Numbers attending: ..... Caterer informed ☐

Facilities Required: Function Room YES/NO Catering YES/NO Bar YES/NO

OFFICE USE ONLY

Hiring Charge (DEPOSIT) paid / received: £ ..... Date .....

Full Charge paid / received: £ ..... Date .....

Additional Charges paid / received: £ ..... Date .....

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