

THE  
**EASTFIELD**  
HENLEAZE

**EVENT BOOKING - CUSTOMER REQUEST FORM**

We love holding events at the Eastfield! In order for us to help you organise the best event we can, we ask all customers to complete the following booking enquiry form. This will allow us to get back to you with as much information as possible about hosting your event.

Please complete in as much detail as possible and send to us at:

**events@theeastfieldpub.co.uk**

*Please note this is a booking enquiry form and does not guarantee availability of the date and time you are requesting. We will do our best to accommodate you where possible.*

**CUSTOMER INFORMATION**

Name of booking:

Contact email address:

Contact telephone number:

Number of guests expected:

*Please note that the minimum number of guests to book our function spaces is 20*

Please indicate the adult/child split:

**TIME & DATE REQUEST**

Date of potential booking:

Day of potential booking:

Time slot of potential booking:

Alternative dates:

*We may not be able to host your event on your favoured date, so if possible please provide alternative dates that we can check in our calendar*

**EVENT TYPE**

Please indicate event type:

*Wedding enquiries will be passed to our wedding co-ordinator*

Please give details:

**VENUE AREA PREFERENCE**

*You are welcome to come and visit the pub to look at our various areas available for events.*

Conservatory

*Light spacious private room for up to 40 guests*

Skittles alley

*Large area available for up to 60 guests, with full use of our skittles alley if requested*

## **DRINKS REQUESTS**

Tea and coffee station required:

*£3/pp*

## **FOOD REQUESTS**

Sit-down meal required:

*Options will be discussed further with a team member; £5pp deposit required a minimum of two weeks in advance of the event (will be taken off final bill) and pre-order required a minimum of one week in advance of the event*

Buffet required:

*Options will be discussed further with a team member; £5pp deposit required a minimum of two weeks in advance of the event (will be taken off final bill) and pre-order required a minimum of one week in advance of the event*

Children's buffet required:

*For children's parties only; options will be discussed further with a team member*

Drinks only:

*Where availability allows*

Bringing your own cake:

*This is the only outside food allowed*

## **OTHER REQUESTS**

Disabled access required:

*For our customers with limited mobility or mobility aids, please note that our main entrance is 28 inches wide with two small steps equalling 8 inches in height. We can offer access through the main entrance with staff assistance, and we can make arrangements for our customers with larger wheelchairs or mobility aids to enter through our conservatory. Please contact us if you have any queries - we will always do our best to help!*

Bringing own equipment for specialised events:

*Please give as much information as possible*

Further/special requirements:

*Let us know if we've missed anything!*

## **CONFIRMATION OF BOOKING**

**Your booking fee and/or any deposit required is payable in full a minimum of two weeks prior to the event. If we do not receive this payment we reserve the right to cancel the booking.**

## **CANCELLATIONS POLICY**

**Your booking must be cancelled a minimum of one week prior to the event in order to receive the return of any booking fee or deposit paid.**

**EASTFIELD MANAGER USE**

**Booking confirmed with customer  
Transferred to ResDiary**

**Deposit paid £amount/date  
Pre-order received**