

# The Shoeburyness Conservative Club

86 Ness Road, Shoeburyness, Essex, SS3 9DH

Telephone: 01702 292412 email: [secretary@shoeburyconclub.co.uk](mailto:secretary@shoeburyconclub.co.uk) or [treasurer@shoeburyconclub.co.uk](mailto:treasurer@shoeburyconclub.co.uk)

Web site: [www.shoeburyconclub.co.uk](http://www.shoeburyconclub.co.uk)

## Function Request Form

**As a member you may sign in up to 6 guests. If your function includes more than 6 non-member guests then please complete this form.**

Name, telephone number & membership number	Date of function	Type of function (e.g. birthday/wake)	Buffet required? No. of people?	Sit-down meal? No. of people?	Approx. No. of non-members attending	Any children under 14 years?

- Please keep the attached function rules for your information.
- Please send this completed form to the Secretary. We will need at least one month's notice of the function.
- Once the Committee have agreed your request we will contact you to confirm.
- You will need to discuss your buffet or meal requirements directly with the restaurant on **0777 539215 (Lena)**
- In the event of a funeral, please inform the Secretary if you wish the details to be placed on the notice board.
- Children under 14 years of age must leave by 8pm unless a Temporary Event Notice is applied for. (The Club will apply on the members behalf but the member is liable for the £21 application fee)