

# Greenburn



# Golf Club

6 Greenburn Road, Fauldhouse, West Lothian EH47 9HJ

Tel: 01501 770292 Fax: 01501 772615

E-mail: [administrator@greenburngolfclub.co.uk](mailto:administrator@greenburngolfclub.co.uk)

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

Dear customer,

Thank you for your recent enquiry. Please find enclosed the Function Suite booking form as requested.

Please note that the Function Suite can comfortably accommodate 100 people requiring full banqueting facilities, though this may be extended on request to 120. For buffet meals or, functions where no catering facilities are required the Function Suite can accommodate a maximum of 130 people.

Our caterers Classic Caterers will be happy to discuss your requirements. They can be contacted by calling 01501 770292 (during club opening hours).

Please note that no private catering is allowed at the Club – only the recognised and appointed caterers to the Club (Classic Catering) are authorised to carry out this function.

If the details are correct and you wish to book our Function Suite, please sign and return the enclosed form (if you are not a member of the club, the form must also be signed by a member). Please read carefully the Club rules and regulations before confirming your booking. On receipt of the signed booking, confirmation will be issued to you in writing of the booking. Could you please fill in any relevant blank spaces on the booking form i.e. telephone number.

**In light of recent occurrences of damage to Club property during functions, a £100.00 deposit is required to confirm the booking. This will be refunded providing no damage is sustained to the Club at the time of the function.**

If you require any further assistance, please do not hesitate to call or e-mail me at the number or address above.

Yours sincerely

**Brian James Wilson**  
Club Administrator

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## **FUNCTION SUITE BOOKING FORM**

(Please return within 7 days to confirm your booking)

Name

Address

Telephone No (Day)  Telephone No (Evening)

e-mail address

Date of Function  Time From  To

Nature of Function  Approx No Attending

If function is a Wedding please indicate approx numbers Day  Evening

Is a Late Licence required  (Tick if required) - Please note the Club already hold a licence to 12.00 am

If you require catering please tick here. Arrangements will be made with our caterer to contact you to discuss your requirements. PLEASE NOTE PRIVATE CATERING IS NOT ALLOWED FOR FUNCTIONS

Please state any other requirements you may have:-

### **SEE SEPARATE SHEET FOR CONDITIONS AND RULES OF BOOKING**

This form has been completed from details following your initial contact with the Club – please make any necessary amendments (except the date) and return to:

**The Secretary, Greenburn Golf Club, 6 Greenburn Road, Fauldhouse, West Lothian, EH47 9HJ**

I agree to adhere to the Rules of Booking and any general rules imposed by Greenburn Golf Club. I understand that I am responsible for the behaviour and conduct of the guests at this function.

Date  Signed  Organiser