



## EVENT BOOKING FORM

Thank you very much for your interested in booking an event at the Royal Cornwall Yacht Club. Please can you complete this form which can then be passed to the relevant people and ensure that your event goes smoothly.

Name of Event and short description

Proposed Date or Date Range and Timing

Primary Contact - name, email and phone number

Number of people expected

Where in the club would you like to hold this?

What equipment (if any) is needed (eg microphone, laptop, screen, etc )

Do you require catering? If so what are you looking for and any specific dietary requirements.

Budget or Price Per Head?

Any Other Information (continue on separate sheet if needed)

To be completed by RCYC  
Date Booked  
RCYC Lead contact

Event Booking Form - Continuation Sheet