



The Pavilion Sports and Leisure Club

135 Footscray Road, Eltham, London, SE9 2SY

Tel. 020 8850 4816

Function Request Form

Only to be filled out by members of The Pavilion

Receipt of this form does not guarantee function approval

You will be contacted once your request has been processed by the Executive Committee

Full Name: _____

Telephone number: _____

Email: _____

Section/Team name: _____

Requested date for function: _____

Time from when the function area is needed: _____

Function start time: _____

Function end time: _____

Office Use Only

Date of receipt

Received by

Approved

Yes

No

Date of approval

Approved by

Tick the area[s] to be used for the function - costs may be applicable

Hall ☐

Front pitch ☐

Back pitch ☐

**The lounge area cannot be booked
for exclusive use for any function**

Purpose of function: _____

How many people will attend the function: _____

Will you require food to be provided - *It is Club policy that you are **NOT** permitted to supply your own food*

Yes - we will want food ☐

No food required ☐

Food arrangements can be made with the Bar Steward after the function is approved

Many thanks for supporting your Club