

Club Ref. No.

Events Booking Form



Group / Company Name

Contact Name

Address

Postcode

Email Address

Telephone

Mobile

Event Packages:

Event Type

Package type/detail

Date of event

Price per person

Number of attendees

Total value

Arrival time

Departure time

Menu

Special Dietary Req.

Pre ordered Food/Beverage

Notes to chef

Payment Details

Payment Contact

Address

(if different to above)

Deposit Due Date

Amount

Balance Due Date

Amount

Credit/Debit Card Details

Card Holder's Name

Card Type

Visa

Mastercard

Switch

Delta

Card No.

Security No.

Expiry Date

Valid From

Issue No.

House No.

Postcode

We use the information above to fulfil our contractual obligations to you in accordance with our Club rules. We share this information with our external and internal Data Processors who adhere to our Privacy Policy. We would also like to be able to correspond with you regarding our Club activities including events and competitions by way of email. I am happy for you to communicate with me regarding additional Club activities via the following means;

Email

Post

Phone

Events Terms and Conditions



**STAPLEFORD
ABBOTTS
GOLF CLUB**

EVENTS TERMS AND CONDITIONS OF HIRE

1. All bookings of facilities at Stapleford Abbots Golf Club, venue are accepted by Stapleford Abbots upon the following terms and conditions.

2. These terms and conditions, together with the venues written quotation on the one hand and Client's written confirmation in respect of the booking on the other hand shall constitute the contract between the Client and the venue and such contract shall come into effect immediately upon receipt of written confirmation from the Client or their agent.

3. The venue reserves the right to amend these terms and conditions at its own discretion provided such amendments are notified in writing to the Client at the time of the booking.

4. The venue reserves the right to revise quotations where prices may be affected due to reasons beyond its control. And in such event will do so in writing to the Client.

DEPOSIT PAYMENTS

5. All bookings require a deposit, unless the client has an account with the centre with a unique reference number, supported by a purchase order

6. Bookings are provisional until receipt of appropriate written confirmation or deposit and signed copy of these terms and conditions. The Centre reserves the right to cancel booking without liability in the event of non-payment of a deposit.

7. Deposits are non-refundable except under circumstance defined in section 16/17

8. Business customers wishing credit facilities must ensure that adequate arrangements are in place no later than one month prior to the event.

9. In the absence of such arrangements a deposit of 25% of the Centre's quoted price. Bookings with a total room hire of £300 or less should be paid in full at time of booking.

10. Private Functions require a deposit of £10 per person to be paid at the time of the booking. Changes to this deposit value are at the sole discretion of the General Manager.

ARRANGEMENTS AND NUMBERS ATTENDING

11. The Client must confirm in writing to the Centre all information necessary to organise the function. Including the anticipated number of attendees and details of special dietary requirements and menu selections, not less than 14 working days prior to the function. Where a booking is made at less than 14 days notice, all such information must be confirmed at the time of the booking.

12. Final numbers need to be confirmed to the centre no later than 5 days prior to the function. In the event of a booking occurring less than 5 days from the event the numbers given will be deemed final.

13. Where the actual attendance on the day varies from final confirmed numbers the account shall be calculated on the number confirmed by the Client or the number actually attending, whichever is greater.

14. The Centre reserves the right to reallocate the function to alternative accommodation within the Centre at its own discretion if the attendance significantly differs from the predicted number. The

Centre will give written notice of amendments prior to the event, if a reasonable notice period of change, is given by the Client. The Centre reserves the right to make any necessary amendments to the proposed menu or facilities.

CANCELLATION

15. Cancellation charges are based upon the client's most recent confirmation

16. In the event of cancellation prior to an event the charges are as outlined in the matrix below. All deposits are non refundable.

17. The Centre will make every attempt to resell cancelled booking space and use the profit in calculation of cancellation charges.

18. The Centre may, at its' sole discretion, cancel at any time, any function it deems may prove unsuitable or disruptive to the Centre as a whole. Although not bound to do so the Centre would, if permitted, offer a minimum of 5 days notice in consideration of the Client's need to amend arrangements. In such event the Centre will refund all monies paid in advance by the Client and shall be deemed to have no further liability arising from the cancellation. In the event that a Client is found to have misrepresented the nature of an event, the Centre reserves the right to cancel the event without refund of monies paid in advance.

PAYMENT

19. For all bookings payment is to be made in full, unless credit terms have been agreed, no less than 14 days prior to the event.

20. The Centre reserves the right to action payment of any outstanding balance post event by use of the Clients payment details and will forward a receipt of payment to the address given by the Client. The centre will attempt to notify the client before action of payment is taken.

GENERAL

21. The Client shall indemnify the Centre against any loss, damage, cost or expense caused to or suffered by the Centre or any agents, guest or employee of the Centre. Arising as a result of the deliberate, casual or accidental act of the Client, his agent, employee or guest of the function.

22. The Centre shall not be liable for any loss or damage to the property owned by, or in the custody of the Client or his agents, employees or guest. Cars are parked in the Centre's car parks entirely at the risk of the owners and their guests.

23. The Client will not arrange for the delivery of any goods or material to the Centre without prior arrangement with the management.

24. The Client shall not introduce in the Centre any inflammable or hazardous material nor shall he or his agent, employee or guests, commit any act or erect any structure, which may endanger the Centre, or any persons within it. Clients will be responsible for ensuring that all measures necessary for the good health and safety of their employees, agents and guests are employed and enforced.

25. The Centre does not allow the consumption of drinks (alcoholic or otherwise) not purchased through the site.

26. The Client agrees to take full responsibility, and reimburse the Centre, for the cost of repair arising from any damage

to the property, contents or grounds by their employees, agents or guests.

27. The Centre reserves the right to impose a charge of £100 for soiling caused by irresponsible behaviour.

28. The Client is responsible for ensuring that any Band/DJ/Musician/Private or arranged third party, employed by them comply with all statutory and management requirements. Details of management requirements can be sought through the venue manager.

29. The Client is responsible for providing a suitable dance floor in The Blue Room or The Willows.

30. The Centre must comply with certain insurance/licensing and statutory regulations and requires the client to cooperate fully in meeting these.

31. All functions must end at the time stated in the contract, failing which the Centre reserves the right to charge additional room hire and any staff costs arising as a result.

32. All prices quoted exclude VAT unless otherwise stated.

33. The Centre shall not be liable for the failure to comply with any terms or conditions of Contract where compliance is prevented, hindered or delayed by any cause beyond its control including, but not limited to, fire, storm, explosion, flood, Act of God, action of any Government or Government Agency, labour shortage, electrical power failure, interruption of supplies or industrial action.

CONTRACTED SUPPLIERS

34. All basic audio visual equipment MUST be supplied by the centre or an accredited supplier

35. If independent suppliers are employed the client is responsible for ensuring the correct health and safety and public liability in held by that supplier

36. If independent suppliers do not provide the necessary documentation the centre reserved the right to suspend the booking at any time.

Date of Cancellation

Cancellation Charge Payable by You Between 24 and 12 Weeks before the event is due to take place

10% of the total booking value

Between 11 and 6 Weeks before the event is due to take place

20% of the total booking value

Between 5 and 4 Weeks before the event is due to take place

40% of the total booking value

Between 3 and 2 Weeks before the event is due to take place

80% of the total booking value

2 Weeks before the event is due to take place

90% of the total booking value

1 Week or less before the event is due to take place

I agree to the above Terms and Conditions

100% of the total booking value

I have read and agree to the above Terms and Conditions.

SIGN _____

DATE _____