

Events booking form

Cowdray Park Golf Club



Full terms and conditions can be found overleaf

Provisionally booked dates will be held for 7 days and can only be confirmed once the deposit and booking form have been received.

Please complete and return the booking form below with your deposit. On receipt of your booking form and deposit we will send you confirmation of your booking and arrange a meeting to discuss the next steps. Thank you

Payment details:

All cheques are made payable to Cowdray Events Ltd

Bank transfers can be made to: Cowdray Events Ltd, Natwest Bank. Sort code 60-14-22

Account number 55847426

For bank transfers please put your name as a reference.

Debit/Credit cards payments are accepted over the phone or at the Clubhouse

| I/We wish to book the following event at Cowdray Park Golf Club | | | | |
|--|--------|------|------|------|
| Type of event | | | | |
| Date of Event | | | | |
| Time of event | | | | |
| Number of guests | | | | |
| Catering & room requirements | | | | |
| Contact details | | | | |
| Full name(s) | | | | |
| Correspondence address | | | | |
| Postcode | | | | |
| Email | | | | |
| Telephone | | | | |
| How did you hear about us? | | | | |
| Deposit payable by | Cheque | Card | BACS | Cash |
| Amount | | | | |
| I agree to the terms and conditions as set out overleaf | | | | |
| Signature | | | | |
| Date | | | | |
| Please return this form to Kim Wells at the Clubhouse or email to kim.wells@cowdray.co.uk | | | | |

Cowdray Golf Club – Terms and conditions of Clubhouse bookings

General

We would like to advise you of the following "Terms & Conditions of Hire." These apply to all bookings at Cowdray Golf Clubhouse and must be agreed to by the hirer by signature on the booking form.

This set of terms and conditions form part of the contract signed between Cowdray Events Ltd "The Venue" and yourself, 'the Client'. No member of staff has the authority to vary these arrangements verbally, only changes authorised in writing by the Director of Event will be accepted as a valid amendment.

Booking Procedure

Provisional bookings will be held for a period of 7 days only or at the discretion of The Venue, after which time the date will be released.

All bookings will be treated as provisional until a booking form, duly signed by the Client is returned to Cowdray Golf Club. Bookings will not be confirmed until a completed booking form, together with a 50% deposit has been received by Cowdray Golf Club.

Room Hire Charge

There is no charge for the hire of event space (room hire) for events specifically tied to a Society, Competition, Members Match or Charity Day taking place on the same day at the Club. For all other events the following rates will apply from 1 Jan 2019:

| Event space | Cowdray Golf Club Members | Non-members |
|-----------------------------------|---------------------------|-------------|
| Dining room (9.00am – 4.00pm) | £225 | £250 |
| Dining room (4.00pm – 8.00pm) | £85 | £95 |
| Dining room (6.00pm – midnight) | £135 | £150 |
| Full day rate (9.00am – midnight) | £360 | £400 |

Event Numbers and Deposits

A non-refundable deposit for room hire and catering equal to 50% of the total charge is required at the time of booking.

Confirmation of final numbers along with payment of the outstanding balance is required no later than 7 days prior to the event. All monies paid are non-refundable after this date

Cancellation

The Venue reserves the right to cancel any booking on immediate notice if the event is prevented by reasons beyond its control. In the event that the booking is cancelled by The Venue, any monies paid on deposit will be reimbursed and The Venue shall not be liable for any other matters whatsoever.

Cancellation of any function must be in writing. If a function is cancelled less than 6 weeks but more than 14 days prior to the date, the Client will be charged 50% of the total booking cost (the deposit). If cancelled less than 14 days prior to the date, the Client shall be charged 100% of the full value of the booking.

Catering

Catering is provided by The Venue and a full selection of menus is available. Clients should contact the catering team to discuss dietary requirements during their booking and confirmed not later than 72 hours prior to the event date.

Number of Guests

We can accommodate up to a maximum 88 guests for a seated function and up to a maximum 150, across the whole Clubhouse, for all other functions.

Account Facilities

Any party wishing to use an account facility at the bar must agree this with the Director of Events, Iain Beaumont or the Director of Golf, Tim Allen, prior to the event and provide credit card details to secure the facility.

Bar and Wine Facilities

We are fully licensed and offer a comprehensive bar and wine service, and in this respect, under no circumstances may guests bring their own drinks onto the premises or consume any drinks that may have been obtained by raffles, tombola prizes or other services offered. Additionally, all drinks must be consumed inside the Clubhouse facility or on the patio to the front of the Clubhouse.

Under no circumstances must alcohol be consumed in the car park to the rear of the Clubhouse building. Glasses and bottles must be returned properly after use.

Evening Event

Unless a licence extension has been requested, agreed by the licencing authority and paid for by the Client, the latest time the bar will close is at midnight (12.30am on New Year's Eve) with all guests departing the premises by no later than 12.30 a.m (1.00am on New Year's Eve). Where music (live or recorded) is being played this will cease at least 30 minutes before the bar closing time.

Damage to Club Property

The person booking the venue will be responsible for any damage caused by a guest and must pay the total amount required to make good any such damage. The Venue cannot be held responsible for any loss or damage to the Client's property or that of their guests or for any loss or damage of equipment used or left on the premises or for personal injury (except in the case of negligence by the Club).

Disabled Access

Our function rooms are on the first floor of the Clubhouse and street level access is available from the car park and around the side of the building. There is a disabled toilet on the first floor.

Children

Whilst always welcome, children who may be attending are to be kept under parental supervision and not allowed to roam the Clubhouse or surrounding areas. The Venue will not accept responsibility for any harm, which may come to children whilst on our premises. There are baby changing facilities on the first floor.

Car Parking

We have extensive on-site car parking and cannot accept responsibility for the loss or damage to your vehicle or contents whilst on the premises.

Smoking and E Cigarettes

No smoking or use of E cigarettes / Vaping is allowed in any part of the building.

Access and Fire Safety

Due to fire regulations, all fire doors must not be propped open at any time. Please observe and adhere to the Club fire safety policies and guidelines, displayed within the premises.

Consideration to others

We respectfully request that your guests show consideration to our neighbours and members of the Golf Club by avoiding unruly and noisy behaviour particularly whilst exiting the Golf Club premises.