

FUNCTION TERMS AND CONDITIONS OF HIRE

- All bookings of facilities at Wickham Park Golf Club venue (hereafter called 'The Club') are accepted by Wickham Park Operations Ltd upon the following terms and conditions.
- These terms and conditions, together with The Clubs written quotation on the one hand and The Client or Agent's written confirmation in respect of the booking on the other hand, shall constitute the contract between The Client and The Club and such contract shall come into effect immediately upon receipt of written confirmation from The Client or their Agent.
- The Club reserves the right to amend these terms and conditions at its own discretion provided such amendments are notified in writing to The Client or Agent at the time of the booking.

PAYMENTS

- All bookings require a deposit. This includes but is not exclusive to, Hotel rooms, green fee bookings, meeting or function rooms, buggy hire, or other rental, intended food and beverage purchases.
- Bookings are provisional until receipt of appropriate written confirmation or deposit and signed copy of these terms and conditions. The Club reserves the right to cancel a booking without liability in the event of non-payment of a deposit.
- Deposits are non-refundable & non-transferable except under circumstances under cancellation.
- A deposit of 25% of The Club's quoted price is payable at the time of booking.
- Private Functions require a minimum deposit of £500 and Christmas Party bookings require a minimum deposit of £10 per person. Changes to this deposit value are at the sole discretion of the General Manager.
- For all bookings, full payment is required, one month prior to the event.
- Club reserves the right to action payment of any outstanding balances by use of The Client's payment details and will forward a receipt of payment to the address given by The Client. The Club will attempt to notify The Client before payment is taken.

DEPOSIT MATRIX

- 5 weeks or more before the event is to take place – 25% of the total booking price is non-refundable and non-transferable
- 4 weeks or less before the event is to take place – Full outstanding balance

ARRANGEMENTS AND NUMBERS ATTENDING

- The Client must confirm in writing to The Club 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 one calendar month prior to the function. Where a booking is made at less than one month notice, all such information must be confirmed at the time of booking.
- Final numbers for catering purposes only, need to be confirmed to The Club no later than one calendar month prior to the function. Additional numbers maybe added subject to delivery dates with the individual supplier within 14 working days of the event occurring. In the event of a booking occurring less than one month from the event, the numbers given will be deemed as final.
- The Club reserves the right to reallocate the function to an alternative room or area within The Club at its own discretion if the attendance significantly differs from the predicted number. The Club will give written notice of amendments prior to the event, if a reasonable notice period of change, is given by The Client. The Club reserves the right to make any necessary amendments to the proposed menu or facilities.
- The Client will ensure that they pay all monies owed based on the estimated numbers attending or final agreed numbers in the situation where the numbers actually attending is far less than those supplied to the venue as accurate when such a occurrence comes to pass in the absence of notification to the General Manager or club in writing.
- The client will be responsible to ensure the club is made aware in writing in advance of any change(s) in proposed numbers of attendees or estimated value of the event falling as the result of any attempt to down grade an event. The Club reserve the right to alter the location of the event, change room allocation or even cancel the event should this occur, but ensure every opportunity will be taken to discuss this with the Client.

GENERAL

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

- The Club 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 that are parked in The Club's car parks are entirely at the risk of the owners and their guests.
- The Client will not arrange for the delivery of any goods including external food or beverage or materials to The Club without prior arrangement with the management.
- The Client shall not introduce into The Club any inflammable or hazardous material nor shall their agent, employee, or guests, commit any act or erect any structure, which may endanger The Club, 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.
- The Club does not allow the consumption of drinks (alcoholic or otherwise), or foods not purchased through The Club.
- The Client agrees to take full responsibility, and reimburse The Club, for the cost of repair arising from any damage to the property, contents or grounds by their employees, agents, or guests.
- The Club reserves the right to impose a charge of £1,000, for soiling caused by irresponsible behaviour.
- 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.
- The Club must comply with certain insurance/licensing and statutory regulations and requires The Client to cooperate fully in meeting these.
- All functions must end at the time stated in the contract, failing which The Club reserves the right to charge additional room hire and any staff costs arising as a result.
- All prices quoted include VAT at the prevailing rate unless otherwise stated.
- The Club shall not be liable for the failure to comply with any terms or condition 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, pandemic, action of any Government of Government Agency, labour shortage, electrical power failure, interruption of supplies or industrial action.
- All prices in our quotation are current at the time issue. The Club reserves the right to amend food and beverage prices, should costs increase substantially due to seasonal fluctuations for which prior notice will be given where possible. All quoted prices may be adjusted to allow for changes in either VAT or other Government taxes and currency fluctuations. Incremental price changes will be communicated to the client not less than one month prior to the event. If a need for price changes occurs less than one month prior to an event, the previously quoted price will apply.
- If the Club's supply chain prevents delivery of any product a suitable replacement of equal value will be offered and where possible notice will be given.
- The Client is held accountable and responsible for all payment to The Club in relation to settling outstanding monies owed by, inclusive of but not exclusive to, themselves or any agent, guest or supplier for (1) 'Use there of', (2) Cost arising from 'Damage to', (3) hire of, (4) purchase of, any 'component parts' of their booking that make up their booking arrangement. This is inclusive of but not exclusive to, hotel rooms, buggy hire, additional equipment rental, retail stock, bar stock, golf course, club house, tee sheet bookings and its grounds.
- The Client should inform all attendees prior to their event that the Club is a cashless facility.
- The Club has the right to request a full guest list at any time from The Client.
- If at any stage during our service, you are in any way concerned about any aspect of your day please bring this to our immediate attention in order that we may resolve matters for you there and then. We are largely unable to resolve any such issue or problem after the event.

CONTRACTED SUPPLIERS

- All basic audio-visual equipment must be supplied by The Club or by an accredited supplier. If independent suppliers are employed The Client is responsible for ensuring the correct health and safety, PAT certificates and public liability is held by that supplier.
- If independent suppliers do not provide the necessary documentation The Club reserves the right to suspend the booking at any time.

BOOKINGS FOR 16TH, 18TH & 21ST BIRTHDAY PARTIES

- All terms and conditions apply for 16th, 18th & 21st birthday parties. We request that your booking is to be handled by a parent or guardian who will sign these documents and take full responsibility for the booking and handle any unforeseen occurrences during the event.
- A parent or guardian must be present at the event in the unlikely event of any unforeseen occurrences during the event.
- Security is required for all events and will be charged to The Client. Security will be booked by The Club and added to your final invoice and to be settled one month before the event date.

- Wrist bands will be supplied for all over 18's and ID is required.
- A guest list is to be supplied by The Client no later than 3 days before the event to The Club where the security will check guests in. All names need to be on the list or entry will be declined.
- Your debit/credit card or cheque will be requested as well as the deposit for any damages if any are to occur during the evening of the party. These details will then be destroyed if we feel that premises has been respected and maintained during that evening.

CANCELLATION

- Cancellation charges are based upon The Client's most recent confirmation or contracted numbers, should the cancellation occur more than one month prior to the event date.
- In the event of cancellation prior to an event the charges are as outlined in the matrix below. All deposits are non-refundable & non-transferable.
- The Club will make every attempt to resell cancelled booking space and use the profit in calculation of cancellation charges.
- The Club may, at its sole discretion, cancel at any time; any function it deems may prove unsuitable or disruptive to The Club. The Club would, if permitted, offer a minimum of 5 days' notice in consideration of The Client's need to amend arrangements. In such event The Club 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 The Client is found to have misrepresented the nature of an event, The Club reserves the right to cancel the event without refund of monies paid in advance.

DATE OF CANCELLATION

Cancellation Charge Payable by You

- Between 24 and 12 weeks before the event is due to take place loss of the deposit
- Between 11 and 6 weeks before the event is due to take place 50% of the total booking value
- Between 5 and 4 weeks before the event is due to take place 75% of the total booking value
- Between 4 weeks or less before the event is due to take place 100% of the total booking value

In paying the deposit, I am agreeing to abide to the above terms and conditions. If you do not agree to these terms and conditions, we will refund your deposit within 48 hours of receiving your initial deposit.

Thank you again for choosing Wickham Park Golf Club, and we look forward to welcoming you.