



Sale Golf Club Function Room Hire – Standard Terms and Conditions

These conditions apply to booking of any function, meeting or party at Sale Golf Club.

1 Reservations

- i. **Provisional & Confirmed** - bookings will be regarded as provisional, until such time as a signed copy of the Terms and Conditions and the required Room Hire Fee and Room Hire Bond has been received by the Club. The Club reserves the right to release a provisional booking in the absence of receipt of these items within a 7 day timescale from the date of the provisional booking.
- ii. **Bond** - a reservation **bond of £100** is required on booking a function; this bond amount will be refunded within 14 days of the event taking place providing no breach of any terms occur to clarify this Bond will be non-refundable in the event of damage to our property or breach of any terms.
- iii. This reservation Bond and the Room Hire Fee below **may be** waived at the discretion for Club Members.

2 Room Hire

- i. **Fee** - A Room Hire Fee (Minimum fee £75.00) will be in accordance with scale of charges as confirmed at the time of booking. In the event of a cancellation, any room hire fees will be non-refundable.
- ii. **Number of Guests** - We can accommodate up to a maximum 80 guests for a seated function and up to a maximum 150 for all other functions.
- iii. **Dress Code** - The management respectfully request that all guests dress smartly, in the interests of all our guests we must reserve the right to refuse access to any guest who in our opinion is improperly dressed. Sale Golf Club reserves the right to terminate any function which, in its opinion, is unsuitable or not properly conducted and in such cases, no part of the payment shall be returned whatsoever.
- iv. **Drugs** – The selling or the using of drugs is forbidden whilst on Sale Golf Club premises. Any person contravening this clause will be immediately expelled and banned from the Club.
- v. **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 side of the Clubhouse. Under no circumstances must alcohol be consumed in the car park to the rear or side of the Clubhouse building. Glasses and bottles must be returned.
- vi. Where corkage has been agreed at the time of booking limited use of guests own reception drinks may be permitted, by prior agreement only.

- vii. **Fire Safety** - No smoking including "e cigarettes" is allowed in any part of the building. Please observe and adhere to the Club safety policies and guidelines, displayed within the premises. Candles and open flame lights are not allowed due to Insurance restrictions.
- viii. Smoking and the use of "e cigarettes" is permitted in the designated external smoking areas.
- ix. **Sprays/Aerosols** - Under no circumstances will spray, party string or similar aerosol sprays be permitted.
- x. **Account Facilities** - Any party wishing to use an account facility must agree with Sale Golf Club in writing prior to the event and provide credit card details to secure the facility.
- xi. **Disco or live Bands** - Any disco or live band booked by the client must adhere to the conditions on the Club's license. All equipment must be PAT tested.
- xii. **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, this is for their safety and for the benefit of the golf club members who may be in other areas of the building. Sale Golf Club will not accept responsibility for any harm, which may come to children whilst on our premises whether or not in designated areas.
- xiii. **Damaged Property** - The client, in accepting these terms and conditions, assumes responsibility for any and all damage caused by them or any member of their party, whether in the Clubhouse or in any other part of the grounds.

3 Catering

- i. **Payments & Deposit** - A deposit for any catering may be required, this is to be agreed with the Bar Manager. **50% of the Anticipated Catering costs** are to be paid 28 days prior to the date of the event, with the balance of the **Catering Final Account** to be paid 7 days prior to the date of the event when final guest numbers are agreed.
- ii. **Cancellation costs** - should you need to cancel your event, cancellation charges are in place in order to recuperate the catering costs incurred. These costs are dependent upon how close to the event you decide to cancel.
 1. ***Cancellation in excess of 28 days prior to the date of the event will incur loss of deposit,***
 2. ***Cancellation between 7 and 28 days prior to the date of the event - will incur a cost of 50% of the Anticipated Catering costs.***
 3. ***Cancellation less than 7 days prior to the event - will incur a cost of 100% of the Catering Final Account.***
- iii. **Alteration to catering numbers and Special Diets** - Approximate numbers for any function involving the preparation and service of food should be advised by the client at the time of booking and affirmed at least 28 days prior to the event; this will be used to calculate **Anticipated Catering Costs**. The Final numbers are required at least 7 days prior to the commencement of the function. The numbers advised at this time will form the basis of the **Catering Final Account**. We expect the party organizers to inform us of any special dietary requirements, please arrange this with the Bar Manager prior to the function.
- iv. **Price alterations** –All prices are subject to alteration, generally due to changes in the rates of VAT, Customs and Excise Duty, or unforeseen increases in the price of raw materials, if booking well before hand please check to confirm there are no changes nearer the time.
- v. Any additions agreed between the parties after the payment of the **Catering Final Account** will be payable on the evening. Should payment not be made for agreed additions will be taken from the booking Bond.

- vi. **Food brought onto the Premises** - No food, other than wedding, birthday cake or christening cake is to be brought into the Club by clients hiring the Club facilities.
- vii. **Food Disclaimer** • the client acknowledges that Sale Golf Club cannot accept any liability for any food taken off the premises.

4 General

- i. **Cancellation by Sale Golf Club**- The Club reserves the right to cancel or amend any reservation: If the Club, or any part of it, is closed due to fire, natural disaster, employee dispute, alteration, demolition, by order of any public authority or events beyond our control. If this unlikely situation should happen and we are forced to cancel your booking, you will be refunded any payment in full, after this Sale Golf Club will accept no other liability.
- ii. **Car Parking**- Sale Golf Club have extensive on site car parking and cannot accept responsibility for the loss or damage to any vehicle whilst on the premises.
- iii. The Club would note that the car park to the rear of the Club should be used by the Client and their Guests
- iv. **Loss of/or Damage to Personal Property or Injury to Persons** - Sale Golf Club is not responsible for any damage or loss of private property or equipment used or left on the premises or for personal injury (except in the case of negligence by the Club).
- v. **Private facilities** - Please be aware that your reservation is for the use of the main function room only. The Richard Burton Room at the front of the bar area is primarily for the use of Golf Club Members, however, this facility may be available at the discretion of the Bar Manager at the time of your function should there be no Golf Club Members present.
- vi. **Consideration to others** - Werespectfully 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.

Type of Function/comments

Name of Guest Booking the Club.....

Date of Function.....

Signed (Client)

Signed on behalf of Sale Golf Club.....

Date