



TERMS AND CONDITIONS OF HIRE – BARN/CLUBHOUSE

HIRE OF THE BARN/CLUBHOUSE - Available for hire, at the discretion of the Club /Manager and Food & Beverage Manager for receptions and social functions to:

- Members of Canons Brook Golf Club
- Companies and bona fide Club and Associations
- Private persons
- Teenage Parties – Clubhouse Manager's Discretion (13 to 17)

BOOKING PROCEDURE

Viewing - The Barn/Clubhouse may be viewed by prior arrangement with the Food & Beverage Manager, Peter Lamb, within licensing hours. Please contact the Office on 01279 421482 to arrange (9.00am to 4.00pm Monday to Friday).

Booking - The individual signing the Application, will be expected to be present throughout the function and will be personally responsible for making all payments due and for ensuring compliance with these conditions. In the case of a Club or Association, the signature of an Officer is required, and in the case of a Company, a responsible person within the Company.

PLEASE NOTE: PROVISIONAL BOOKINGS WILL BE HELD FOR 14 DAYS ONLY.

HIRING FEE - The hiring fee of £500 including VAT (Evening Function) or £800 including VAT (All Day function – excluding wedding ceremonies) is payable in full, at the time of booking.

DAMAGES DEPOSIT - A damages deposit of £200 against breakages, damage and unreasonable cleaning costs is payable at the time of booking. This deposit will be held and the Club reserves the right to withhold all or part of the deposit to meet above costs should damage arise. Any damage caused to the Barn/Clubhouse and surrounding areas will result in the breakages deposit being withheld.

YOUR BOOKING CANNOT BE CONFIRMED UNTIL THE HIRE CHARGE HAS BEEN RECEIVED

CANCELLATION FEE - In the event of cancellation more than one month before the agreed date, a 50% charge of the payment already made will be charged. **No refund** will be made for a cancellation of less than one month before the event.

BAR – The Club's Bar service **MUST** be used and drink purchased elsewhere must not be brought onto the Club's premises (this includes the car park). In the event of you or one of your guests bringing alcohol onto the Club premises, the Clubhouse Manager reserves the right to confiscate the alcohol and will ask the guest to leave the premises.

The Barn/Clubhouse bar provides the normal range of beers, spirits and soft drinks and the Clubhouse Manager will arrange to supply wines and champagne for functions. Advance arrangements should be made for special requirements. All bar accounts must be settled on the date of the function.

THE CLUB HAS STRICT RULES WITH REGARD TO UNDERAGE DRINKING AND SUPPORTS 'CHALLENGE 25'. ID WILL BE ASKED FOR WHERE REQUIRED.

THE CLUB HAS A STRICT POLICY ON THE USE OF ANY SUBSTANCE ABUSE. ANY PERSON WHO IS SEEN TO BE USING OR UNDER THE INFLUENCE OF SUBSTANCE ABUSE WILL BE ASKED TO LEAVE THE PREMISES IMMEDIATELY.

CATERING – **THE CLUB'S CATERER MUST BE USED. WE DO NOT ALLOW DRY HIRE.** The Club Caterer will be pleased to quote for a wide variety of Buffets and Meals. It is advisable to make early arrangements with him to meet specific requirements. Please telephone on 01279 438853. **NOTE: The minimum catering spend will be £250.00.** A separate invoice will be issued by the caterer which must be settled one week before the event.

CAPACITY - The maximum capacity of the Barn is 120 people, including children (250 in the Clubhouse) and this limit will be strictly imposed. In the interests of comfort it is suggested that no more than 80 people (120 in the Clubhouse) attend

a function at which a full meal is served and not more than 120 for a buffet (250 in the Clubhouse). The Club reserves the right to decline bookings for events to be attended by relatively few people.

CLUBHOUSE SURROUNDS - Visitors are reminded that Canons Brook is a busy Golf Course and that Golf Courses are potentially dangerous places. For these reasons, people attending events in the Barn are required to keep within the confines of the Barn itself and the attached garden area.

Particular care is to be taken to ensure that children are accompanied by adults at all times and that they do not stray onto the Putting Green or onto the golf course. The Club accepts no responsibility of any kind for costs, accident or injury arising from a breach of these conditions.

DRESS - Visitors are expected to wear a generally acceptable level of dress.

CIGARETTES – INCLUDING VAPOUR & E-CIGARETTES – The Club operates a NO SMOKING policy which includes Vapour and E-Cigarettes. Please note that smoking is **not** allowed in the Barn garden area. Please use the designated smoking area outside.

MUSIC - The Club is situated close to residential areas and is sensitive to the need not to cause disturbance to its neighbours. Visitors are asked to ensure that music and noise levels are kept to a reasonable minimum.

HOURS - The Bar will close at 23.30 and music must stop at Midnight. The Barn must be clear by 12.30am. Extensions to these hours may be obtained at a cost of £150 per hour up to a limit of 01.00am.

CARS & CAR PARKING - Attention is drawn to the need to STOP at the top of the main entrance drive when coming into the Club and at the bridge when leaving. It is highly dangerous to proceed if golfers are playing from the Tee at the side of the drive. There is normally ample space for parking in the main Club car park. On occasions when there is congestion, visitors are asked to ensure that they park sensibly. When leaving at night, keep noise to a minimum and remember that it is illegal to sound car horns after 11.00pm.

MUSIC ONLY EVENTS - The Barn is not available for such events.

WEDDINGS – No confetti allowed.

18TH & 21ST BIRTHDAY PARTIES – The Club allow these parties at the discretion of the Secretary/Manager or Food & Beverage Manager and will be held in the Barn only. The Club insist on 2 Door Staff being hired for the night, at a cost to yourself of £150.00. A full and complete guest list will be required a week before your event and a £300 damage deposit is to be paid one month before your event. ID will be asked for where required to purchase alcohol.

ADMISSION CHARGES - It is not permissible for admission or other charges to be made.

PRIOR ACCESS - The Barn/Clubhouse can be available before the function e.g. for decoration, by prior arrangement with the Clubhouse Manager on 01279 421482.

AUTHORITY - On behalf of the Committee of Management, the Secretary/Manager and, in her absence, the Food & Beverage Manager have full authority to take any steps necessary to ensure compliance with these conditions.

I confirm that I have read & understood these Terms and Conditions and I undertake to ensure full compliance with these Terms and Conditions and to make all payments due.

DATE OF FUNCTION: _____

Signed: _____

Dated: _____