

MONMOUTHSHIRE GOLF CLUB

FUNCTION BOOKING FORM

Name:

Address:

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Email:

Home Tel: Mobile Tel:

Function:

Date:

Time Required: From:.....To:.....

Number of Guests: Day: Eve:

Room Hire Charge: £100.00/£250.00 (exclusive hire charge)

Catering Requirements:

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Agreed Price Per Person: AM: PM



Drinks Requirements:

On arrival:

During Event:

Agreed Price:

Colour Theme:

Cake Stand Required:

Table Cloths Required: Yes/No

Chair Covers Required: Yes/No Colour Required:

Room Hire Paid: Card/Cash/Cheque Date:

Catering Deposit Paid: Card/Cash/Cheque Date:

Refundable Bond Taken: Cheque/Cash Date:

Notes:

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Booking Terms & Conditions

TERMS AND CONDITIONS FOR HIRE OF THE FUNCTION ROOM

FOR BUSINESS AND SOCIAL EVENTS

Bookings of the Function Rooms at The Monmouthshire Golf Club are accepted on the understanding that the Hirer, as named on the booking form, accepts these terms and conditions.

Bookings and Cancellations

- 1. All bookings must be made in writing using the booking form. Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking must be agreed and confirmed by all parties in writing.*
- 2. Provisional bookings will only be held for a period of 7 days. If not confirmed by booking form at the end of this period, the date may be released.*
- 3. Upon receipt of the booking form, the room hire charge becomes payable within 7 days.*
- 4. It is not normally our policy to accommodate 18th and 21st Birthday parties.*

Charges

- 5. The Hirer will be held responsible for any damages or loss of furniture, equipment or crockery. The Hirer shall pay to The Monmouthshire Golf Club, on demand, the amount required to make good or remedy any such damage.*

A refundable damage bond of £200 will be charged for all Social events in addition to the prices quoted. The bond will become payable 4 weeks prior to the event.

This will be refunded in full subject to there being no damage to The Monmouthshire Golf Club's property or equipment.

Bookings

- 6. All booking are to be paid for in full 14 days prior to the event*
- 7. In the event of cancellation by the hirer the deposit paid is non refundable*

Catering

- 8. The Monmouthshire Golf Club and its Catering Partner accept no liability for food and refreshments provided from outside the Club.*



9. *The Monmouthshire Golf Club's Catering Partner will invoice the Hirer separately for all catering provided for Social events.*

Social Events Facilities

10. *Entertainment equipment may be brought into the building subject to discussion and agreement with us. Any electrical equipment must have a valid Portable Appliance Test Certificate.*

11. *Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture unless prior permission has been granted*

Use of the Golf Course

12. *No use of any areas of the golf course may be made unless prior permission from the Managing Secretary has been granted*

13. *Children must be supervised by an adult at all times to ensure they do not stray onto the course or putting areas.*

14. *Under no circumstance must any vehicle be driven onto the golf course.*

15. *The Hirer must ensure that all guests are made aware, that whilst the course is open, golf balls may be hit across the driveway. It is essential that they stop at the bottom and top of the drive and wait to be called through by the golfers.*

Health and Safety

16. *In accordance with The Monmouthshire Golf Club's Licence the maximum capacity of the function room is 100 persons*

17. *Fire exits and extinguishers are to be kept clear and visible at all times.*

18. *In accordance with legislation, no smoking is permitted anywhere within the premises. There is a cigarette end dispenser located on the patio.*

19. *The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures (see below), including the location of the fire exits.*

20. *The Hirer is responsible for the conduct and behaviour of all people attending the event. The Monmouthshire Golf Club reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.*



Opening and closing the Function Room

21. *The Function Room will be opened and closed by either by a member of staff. Please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period.*

Security

22. *The Monmouthshire Golf Club accepts no responsibility for the property of persons attending or organising an event.*

23. *Vehicles and their contents are parked in The Monmouthshire Golf's car park at their owners' risk. The Monmouthshire Golf Club accepts no responsibility for any loss or damage incurred thereto. Any property brought on to the premises or left in the car parks is done so entirely at the owner's risk.*

End of Hire

24. *Hirers will be expected to vacate their guests and equipment within 30 minutes of the end of their hired period. Failure to comply with this will result in forfeiture of the deposit.*

Disclaimer

25. *Every effort has been made to ensure the accuracy of all information provided. The Monmouthshire Golf Club does not accept liability for any errors or omissions and reserves the right to amend any information at any time.*

I agree to the terms and conditions of hiring The Monmouthshire Golf Club's Function Room/s as stated above:

Signature of hirer:

Name of hirer:

Date:



FIRE PROCEDURE INSTRUCTIONS

In the event of a fire:

- 1. RAISE THE ALARM IMMEDIATELY or ensure that someone else does. Fire alarms are located in the main function room and corridor to function room and in prominent positions within the Club House*
- 2. Inform Managing Secretary if in office hours.*
- 3. Attempt to put out the fire BUT ONLY if you have been trained in the use of fire extinguishers. IF IN DOUBT LEAVE IT.*
- 4. When evacuation of the building starts, QUICKLY check the toilet areas to ensure that everyone has left. Ensure that all fire doors are closed.*
- 5. Please go to the Fire Assembly Point situated on the putting green and await the arrival of the Fire Brigade.*
- 6. Report to the Fire Brigade immediately they arrive if you think there is anyone left in the building.*
- 7. Do not re-enter the building until told to do so by the Fire Brigade*

