

*Thank you for your enquiry.*

*Bletchingley Golf Club is a warm friendly club with staff who have gained a wealth of experience in planning and running functions for all occasions.*

*Let us take some of the strain off your shoulders by arranging a buffet reception to celebrate the life of your loved one. We can promise you the reception will be of the highest standard and arranged with a personal touch.*

*For further information or to arrange to view our facilities, please contact us either by telephone 01883 744666 / 742943 or email [functions@bletchingleygolf.co.uk](mailto:functions@bletchingleygolf.co.uk)*

*Warm Regards*

*The Functions Team*

*Bletchingley Golf Club*

## Funeral Reception Buffet Menus

### MENU 'A' - £9.25 per person

*Selection of Mixed Finger Sandwiches*  
*Homemade Cakes*  
*Scones Jam and Cream*  
*Pots of Tea/Coffee*

### MENU 'B' - £10.95 per person

*Selection of Mixed Finger Sandwiches*  
*Homemade Quiche*  
*Cocktail Sausages*  
*Homemade Sausage Rolls*  
*Crudites and Dips*  
*Mini Savoury Scones*  
*Pots of Tea/Coffee*

FOR OFFICE USE ONLY	
Deposit Paid ~ £	Cash/Cheque/Credit/Debit
Invoice No ~	Date
Booked on BRS ~ Yes/No	Initials



# Function Room Booking Form

(COMPLETE AS APPLICABLE - PLEASE USE BLOCK CAPITALS)

TITLE (*Mr/Mrs etc*) ..... SURNAME .....

CHRISTIAN NAME(s) .....

COMPANY NAME .....

ADDRESS .....

.....

..... POST CODE .....

EMAIL ..... HOME TEL .....

BUSINESS TEL ..... MOBILE .....

DATE OF BOOKING ..... NUMBER IN PARTY .....

TYPE OF FUNCTION .....

(*Party/Business Meeting/Funeral etc*)

ROOM(S) REQUIRED ..... TIME (*From/To*) .....

CATERING (*Hot Meal/Bufferet etc*) .....

*I enclose a cheque for the sum of £* .....

*Please make cheques payable to* **WISEVILLE & CO LTD**

*By signing this booking form I accept the Terms and Conditions of Business: Room Hire/Catering at Bletchingley Golf Club*

SIGNED ..... DATE .....

# Terms and Conditions of Business:

## Room Hire/Catering at Bletchingley Golf Club



### 1. DEFINITIONS

*In these Terms & Conditions of Business:*

*The 'Caterer' Means the Club's franchised caterer.*

*The 'Club' Means Wiseville & Co Ltd, the owner of Bletchingley Golf Club.*

*The 'Hirer' Means the person, firm or company hiring the room, whose details are set out on the particulars.*

*The 'Particulars' Means the details included on the booking form relating to the function, as attached hereto.*

### 2. APPLICABLE TERMS

*These Terms and Conditions of business are the only terms on which the Club is prepared to hire its Clubhouse rooms for society days, weddings, parties and other functions. No changes will apply unless agreed in writing by a Director of the Club.*

### 3. ROOM HIRE

(a) *The Hirer must be over 18 years of age.*

(b) *The Club agrees to hire to the Hirer*

- *The room*
- *At the times as specified in the Particulars*
- *For the purpose as specified in the Particulars*

(c) *Upon signature of the booking form, the Hirer will pay to the Club the non-refundable room hire charge, and to the Caterer the non-refundable deposit in relation to the catering services which will be held by the Caterer as an advance against sums owed by the Hirer.*

(d) *All bookings are final and may not be cancelled by the Hirer. The Club may cancel a booking:*

- *For reasons beyond its control (including fire, flood, Acts of God, the function room being unfit for the intended use and other unforeseen events).*
- *If, in the Club's opinion, the function is undesirable and may lead to damage or destruction. In this event the Club will refund any deposit made in respect of the hire of the room, but will have no further liability to the Hirer.*

(e) *The Club's management reserves the right to refuse admission to the Clubhouse to any person it considers undesirable (in its absolute discretion).*

(f) *The Hirer shall obey all instructions and comply with all requests of the Club's management (including the Caterer) relating to the function. Without limitation, such instructions and requests may relate to compliance with fire and/or licensing regulations, noise levels, supervision/behaviour of guests and children at the function, compliance with the Club's dress code (as attached), decoration of the room, parking of vehicles and other matters affecting the good management of the Club and disruption to the members. In default, the Club reserves the right to end the function and the full charges for the function will nevertheless remain payable by the Hirer. No compensation or refund (in whole or part) will be payable to the Hirer.*

(g) *There will be an hourly rate charge applied (rate to be agreed) for any duties that are carried out above and beyond the role of the Club's Functions Co-ordinator.*

(h) *The Hirer may be liable for an added charge if the bar is required up until 1:00 am. This is subject to the number of guests attending and agreed room hire rate.*

(i) *No alcohol is to be brought into the Clubhouse, without prior agreement.*

(j) *Under no circumstances will the total number of persons attending the function exceed 200.*

Terms and Conditions of Business:  
Room Hire/Catering at Bletchingley Golf Club  
continued...



**4. RESPONSIBILITY FOR DAMAGE**

- (a) *The Hirer shall be responsible for and shall indemnify the Club against all damage to the Club's premises and property (including the property of Club members) caused by the Hirer and/or persons attending the function. It is the policy of the Club to charge for such damage in all cases. "Damage" shall include soiling of carpets and furnishings requiring (in the opinion of the Club) special cleaning.*
- (b) *The Hirer shall also be responsible for supervision of children attending the function and for ensuring their reasonable behaviour while at the function. Children are not permitted beyond the paved terrace, or on the balconies, or to play on the greens or in the bunkers.*

**5. CATERING**

- (a) *The Caterer will handle all catering requirements of the Hirer relating to the function. Unless details are set out in the particulars, the Hirer will agree separate terms with the Caterer, and a separate deposit will be required.*
- (b) *The Caterer is the exclusive supplier of catering service to the Club and the Hirer may not bring food and drink into the Clubhouse, save with the consent of the Caterer or the Club.*

**6. PAYMENT TERMS**

- (a) *The total price of the function specified in the Particulars will be invoiced as follows:*
  - *Upon booking, the Club will invoice the room hire charge and the Caterer will invoice any required deposit in relation to catering services.*
  - *Balance on the day of function.*
- (b) *The hire charge includes restricted one-day membership of Bletchingley Golf Club, to include all attendees of the function.*
- (c) *The Club and the Caterer may charge interest on overdue invoices at the rate of 10% per annum, from the due date until payment is received in full.*

**7. LIABILITY**

*The Club does not exclude liability for death or personal injury caused by its negligence or the negligence of its officers and employees. Subject hereto:*

- (a) *Under no circumstances will the Club be liable (whether in contract, tort or otherwise) for loss of profit, business, contracts or revenues or for any special indirect or consequential loss or damage of any kind.*
- (b) *The maximum liability of the Club (Whether in contract, tort or otherwise) in connection with all matters relating to the Hirer's function shall not exceed the price paid by the Hirer to the club in relation to the function.*

**8. GENERAL**

- (a) *The booking is personal to the Hirer for the purposes stated in the Particulars. The Hirer may not sub-hire or use the Club premises for any other purpose.*
- (b) *The headings are for convenience only and shall not be used to interpret these Terms and Conditions of Business.*