

The Perfect Venue for the Perfect Day...
Dry Hire Brochure 2020



Chestnut Avenue
Westerham
Kent
TN16 2EG
Tel: 01959 577744
www.parkwoodgolf.co.uk

Events

*The Management & Staff at The Park Wood Golf Club would like to welcome you to
the beautiful grounds of the Park Wood Golf Club*

We want you to relax and enjoy your special day secure in the knowledge that our friendly and professional staff have taken great care of even the smallest detail.

Our spectacular venue sits on 180 acres of sprawling landscaped grounds making The Park Wood the perfect setting for your event.

All of our function suites can be decorated to impress. Tables are designed to seat 8 to 10 guests. All tables are dressed to perfection with white linen napkins and tablecloths. We can also provide a seat cover and chair decoration service.

Booking your event with us will also entitle you to your very own **Personal Events Coordinator** Free of Charge! Your experienced Coordinator will guide you through your planning process and will ensure to take the stress out of your function.

Included in the Dry Hire prices are banqueting chairs, 5ft round tables, table linen and bar staff.

We wish to tailor your event to suit you and your guests, so should you have any questions or wish to make any suggestions or alterations to our menus please do not hesitate to ask us. Our friendly staff will always be available to assist and to ensure that your day is nothing short of perfect.

The Team at The Park Wood

Function Suites

All of our Function Suites have internet access, their own private bars and beautiful views of the countryside overlooking the 18th green and our stunning fountain in the lake.

We have three suites available for your function;

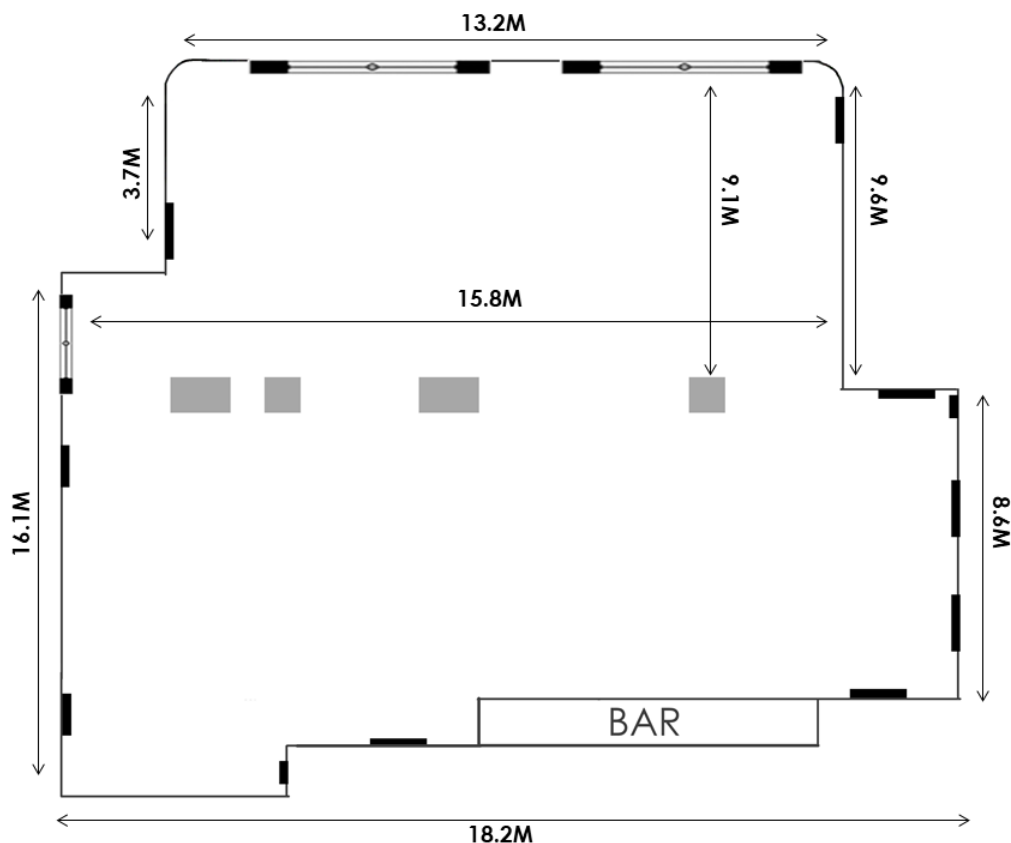
The **Casuarina Suite** is an ideal location for large events.

The **Tembusu Suite** and the **Magnolia Suite** can accommodate up to 100-150 guests depending on the type of event.

Room	Location	Seated	Reception
Casuarina Suite	Ground Floor	250	350
Casuarina & Tembusu (Combined)	Ground Floor	350	500
Tembusu Suite	Ground Floor	100	150
Magnolia Suite	First Floor	80	100

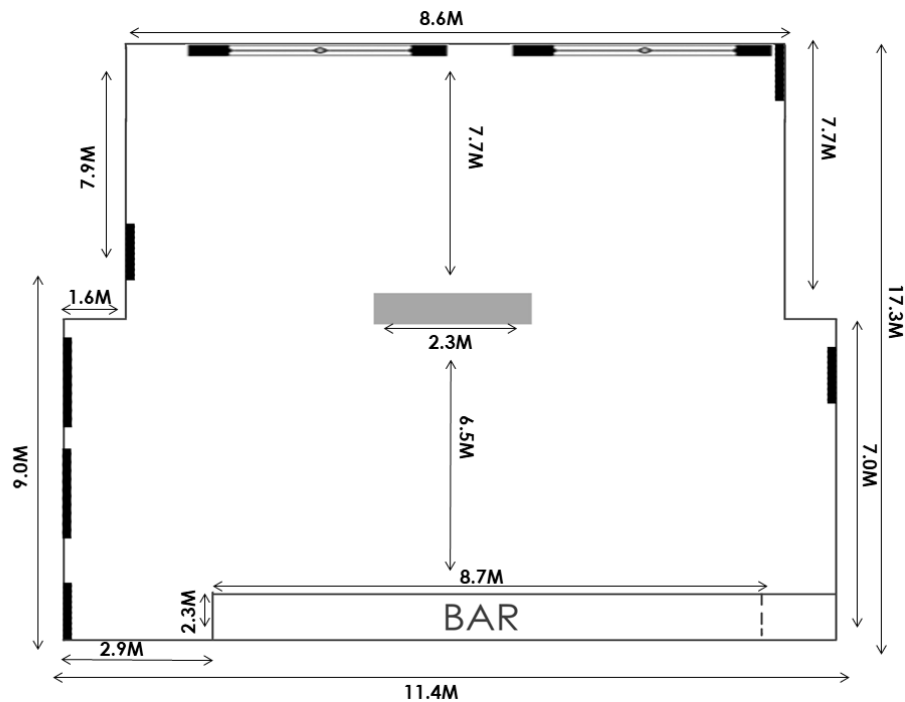
Casuarina Suite

This stunning function suite never fails to impress. It is our largest suite with fantastic views and plenty of natural daylight. It is located on the ground floor and has its own private bar offering a complete range of drinks. This is the perfect room for large parties or events and can be combined with the Tembusu suite for larger functions if needed.



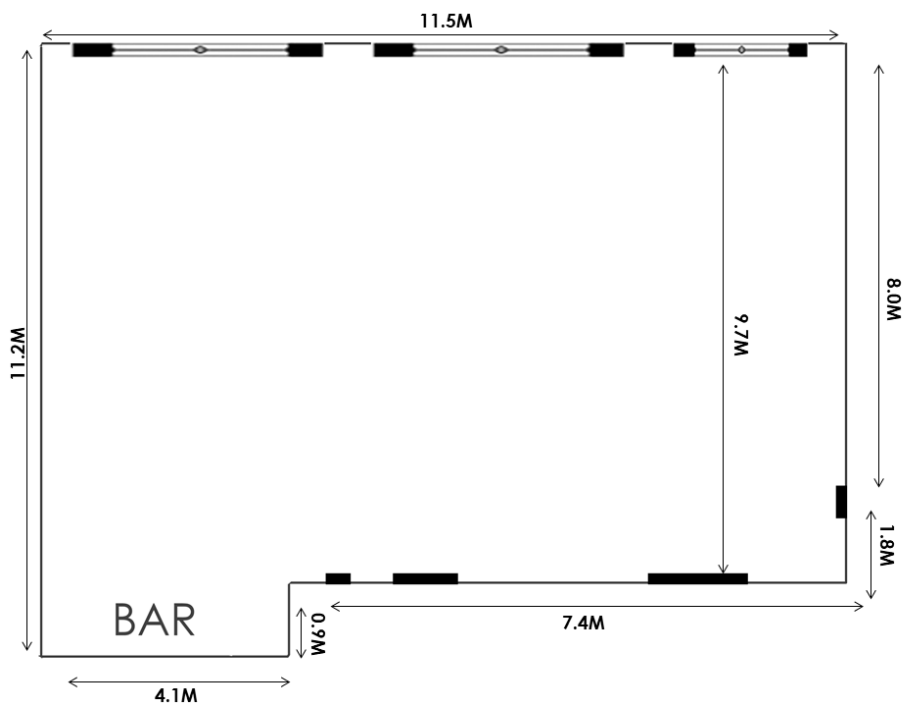
Tembusu Suite

With its unique floor plan, this is a popular space for small and medium size events. It is located on the ground floor and on a lovely summers day you are able to open the patio doors and enjoy the outdoor seating area. It also has its own private bar offering a complete range of drinks.



Magnolia Suite

With stunning views over the Kent countryside this room will take your breath away. It has its own private balcony overlooking the golf course and beautiful surroundings. This Suite is located on the first floor accessible via stairs and has its own private bar (please speak to one of our Team to discuss available drinks)



Room Hire

The dry hire cost includes room hire, bar staff, tables including white linen tablecloths, napkins and chairs.

The bar is available until 11pm. If you would like to extend this we can offer this for £50.00 per additional hour.

We also offer various other services so please speak to our Events Team for more details.

Casuarina Suite

Monday – Thursday	£4,000
Friday & Saturday	£5,500
Sunday	£5,000

If you would like to book The Casuarina and Tembusu combined please add £1,000 to the above cost

Tembusu Suite

Monday – Thursday	£2,500
Friday & Saturday	£3,500
Sunday	£3,000

Magnolia Suite

Monday – Thursday	£2,500
Friday & Saturday	£3,500
Sunday	£3,000

Drinks Packages

All drinks are to be provided by Park Wood Golf Club.

Arrival Drink

Bottled Beer (Corona / Singha) - £4.00

Glass of Prosecco - £5.50

Glass of Bucks Fizz - £5.50

Glass of Pimms - £4.50

Non Alcoholic Options

Orange Juice (1/2 pint) - £1.80

Sparkling Elderflower Cocktail (Non Alcoholic) £2.50

Bottled Beer (Non Alcoholic) - £2.50

Bottle of House Wine - £17.50 per bottle

Corkage

(This option may not be available on your function, please discuss with the Event Manager at the point of booking)

£15.00 per bottle of Wine (75cl)

£20.00 per bottle of Sparkling (75cl)

All drinks must be brought in at least 48 hours before the event and we will serve the drinks you have provided. Additional drinks are not allowed to be brought onto the premise by guests.

Kitchen

Our Kitchen facilities include:

Oven

Gas hob burners

Fryer

Dishwasher

Service area with overhead hot lamps

If your caterers would like to have access to any of the Kitchen facilities this option is available for an additional **£500.00**. If you require use before 4pm then please speak to our Events Manager.

They will need to provide public liability insurance and we require both yourself and the caterer to complete a disclaimer confirming that we accept no responsibility for the food cooked and served.

A refundable cleaning/damage deposit of **£250.00** is required. The club takes no responsibility for any facilities being unavailable outside of our control. Please ensure that your caterers leave the Kitchen clean and tidy

Additional Services

If you would like serving staff we can arrange this for an additional cost.

Cutlery and Crockery - **£3.00** per person

(includes plates and cutlery for up to three courses and also a water glass)

Chair Cover and Sash

£2.50 per chair

Table Centrepieces Hire

(Prices ranging from **£5.00** to **£75.00**)



Please complete both sides of this form and return it with your deposit to:-
Park Wood Golf Club, Chestnut Avenue, Tatsfield, Kent, TN16 2EG.
Please make cheques payable to 'Park Wood Golf Club'

Booking Name

Date of Event

Contact Name

Address

.....

Postcode

Telephone

Mobile

Email address



Type of Event

Number of guests

Arrival time

Additional requirements

.....

Dry Hire Terms & Conditions

1. Deposit A deposit of £600 is required at the time of booking.

2. Confirmation & Final Payment Full payment, final attendee numbers and an itinerary outlining all the events is to be submitted for approval to our Events Manager at least 30 days in advance of all Events. The management reserve the right to make a claim against the hirer should the actual event not be in line with the itinerary provided.

Failure to pay the final invoice 30 days in advance of the Event, will result in the cancellation of your Event. The Client shall still remain liable for the full price of the invoice.

Payment after the event shall only be allowed with the written agreement of the management. In such instances, invoices must be paid in full within 14 days of date of Invoice.

3. Corkage No self-supplied food and/or drink is permitted on the premises without the explicit written consent of the Club. A surcharge will apply.

4. Damage The Client shall be liable for any damages caused to the Club or any of its furnishings, fixtures, walls, utensils or equipment by the wilful act or negligence of the Client or any of his/her guest or employee and shall pay to the Club on demand the amount required to make good or remedy such damage including compensation for loss of business whilst such damage is being repaired. It is the responsibility of the hirer to be covered by their own public and product liability insurance. No claims shall be made against the Club's insurance.

5. Cancellation Charges

Cancellation of bookings by the Client must be made to the Club in writing and charges outlined below will apply:

- Cancellations 6 months or more prior to the Event date: 50% of the deposit will be forfeited

- Cancellations more than 30 days before the Event but less than 6 months: 100% of the deposit will be forfeited

- Cancellation 30 days or less before the Event: 100% of the deposit will be forfeited plus 100% of the invoice paid will be forfeited. (Please note that if Full Payment has not been made by 30 days before the Event, as per Condition 2 of this agreement, the Client still remains liable for the full price of the invoice)

The Client will have no claim against the Club or Management for any losses incurred whilst planning, organising or cancelling the Event.

6. Cancellation by the Club The Club reserves the right to cancel any booking at any date before the Event for whatever reason. In this unlikely event the Club will repay in full all deposit and payments made to it. The Client will have no claim against the Club or Management for any losses incurred as a result of this cancellation.

7. Prices All prices shown on Function, Wedding and Banqueting Menus are correct at the time of going to press. The Club reserves the right to alter the details and prices of menus at any time in the event of unforeseen market circumstances.

8. Finishing Times Functions must finish at the time agreed. Extensions to the finish time will not be allowed unless agreed in writing prior to the event.

9. Equipment Storage The Club will try wherever possible to assist guests with storage of equipment etc. however shall accept no liability for any damage or loss.

10. Personal Property The Club shall not be liable for loss of or any damage to the property of the Client or any of his/her guests suffered or incurred whilst on the Club premises including personal belongings.

11. Car Park Vehicles are left in the Car Park at the owner's own risk.

12. Guest and Client Safety The Club, Golf Course and Lakes are potential hazards. The Client and his/her guests are not allowed to enter the grounds of the Golf Course and children must be supervised at all times.

13. Decorations No decorations shall be stuck, hung, glued, stapled or pinned onto any walls, ceilings, floors, doors, doorframes, windows, fixtures or fittings. All decorations must be approved by the management and any cost to remedy any damage to walls, ceilings, floors, fixtures and fittings shall be the responsibility of the hirer. The management reserves the right to undertake these repairs immediately which the hirer agrees to repay in full.

14. Kitchen Hire It is the responsibility of the hirer to inspect the kitchen and to ensure that the facilities provided are suitable for their function. The Club shall not modify, amend or upgrade any facilities to suit the hirer. The management will use best endeavours to ensure that all kitchen facilities are in working order. The management however accepts no liability for any loss that the hirer may sustain or any facilities for being out of order prior to or during the booked event. The management will make best endeavours to contact the hirer and to inform them of any facilities out of order before the start of the event. An option may be provided to cancel the kitchen hire and refund the kitchen hire cost however the hirer shall have no claims against the management for any loss of income and reputation as a result of being unable to use the kitchen. Immediately prior to the hire, all kitchen facilities will be checked by the management to confirm that they are in working order. Commencement of the hire by the hirer shall be deemed as acknowledgement that all facilities are in working order. Should any damage/malfunction arise during the hire the hirer shall have no claims against the management and will be liable for costs to repair/replace any malfunctioning equipment.

15. Kitchen Cleaning/Damage Deposit The kitchen cleaning/damage deposit shall be returned to the hirer within 14 days after the event.

It is the responsibility of the hirer to leave the kitchen in a clean and undamaged state as it was provided to them. An inspection will be done by a representative of the management. The management shall arrange for any cleaning or repairs that may be required without the permission of the hirer in order to return the kitchen to the state it was provided. The cost of this will be deducted from the deposit paid and any balance shall be returned within 14 days of the event. Should the cost exceed the value of the deposit the full amount shall be forfeited and the outstanding amount shall be demanded via invoice from the hirer.

16. Dry Hire

The hire is specifically for the room hire and does not give the hirer any rights to use any other room or outdoor facilities without the explicit consent of the management.

The Club collects personal information when you register with us, subscribe with us or book an event. This information is used to provide the services requested and if you agree, to send you marketing information. The Club will not share your information for marketing purposes with companies outside of ORIDA Corporation LTD. For more information explaining how we use your information please see our privacy policy.

☐ Please tick this box to give permission for us to send further information about our products and services

I agree to the terms and conditions of this contract

Signature _____ Print Name _____ Date _____