

Warley Park

Function Booking Form

Type of Function:

Date of Function:

Name:

Address:

.....

.....

Postcode: Email:.....

Telephone (Day).....Evening.....Mobile.....

Location of Function..... Function Start time:.....

Function Finish time:.....

Bar Hours~ Standard: Bar Close~ 11.30pm~Music Finish~ Midnight Off Premises by~ 12.30am

1/2 Hour Extension: Bar Close~ Midnight~Music Finish~12.30am Off Premises by~ 1.00am
(Additional charge of £110.00 to room hire would apply)

1 Hour Extension: Bar Close~ 12.30am~Music Finish~1.00am Off Premises by~ 1.30am
(Additional charge of £220.00 to room hire would apply)

Room Hire Charge.....Contact on the Night.....
(See attached Hire charges)

Approximate No. Guests.....

Deposit Paid.....

Additional Information: Reception Drinks:.....

DJ/ Entertainment:.....

Decoration/ Flowers:.....

Taken By:.....

Date:.....

Confirmation

I hereby confirm that I have read and understand the terms and conditions overleaf and find them acceptable.

I also agree that during the function held on at 'Warley Park Golf Club'. That I will take responsibility for any damage caused by people attending the said function.

Name (Block Capitals)

Signed

Date

Terms and Conditions

- 1. A provisional booking can be held for a period not exceeding 14 days. A booking cannot be confirmed until a non returnable deposit has been paid. If a deposit is not received within 14 days, the company reserves the right to release the date for alternative reservations.*
- 2. It is regretted that no refund of deposits or pre-payments can be made in the event of cancellation for any reason whatsoever if a customer is unable to attend a booked function.*
- 3. Approximately 8 weeks prior to the function, you will be invited to attend a consultation with one of our co-ordinators. We will discuss in full detail your requirements for your day at this consultation.*
- 4. The venue accepts all bookings on the basis that the venue supplies all food and drink items with the exception of the cake or corkage fee on wine.*
- 5. Payment: The total cost of the function will be estimated and paid in full 7 days prior, final numbers must be confirmed 14 days before. Cheques should be made payable to 'Cliffords Leisure Ltd'. A 3% surcharge will be added to all payments made by credit card. Accounts that remain unpaid after 14 days from the invoice date will be subject to interest charged at a rate of 4% per month.*
- 6. Table plans must be submitted 3 days prior to the function.*
- 7. Smaller parties can be catered for in the Terrace Room.*
- 8. The venue cannot accept responsibility for the loss of gifts, property or possessions however caused. Warley Park would therefore suggest that all parties should consider taking an appropriate insurance policy. Any properties left by the guests at the venue will be left at the owner's risk.*
- 9. The management reserves the right to amend its published prices by giving a minimum of 3 months notice.*
- 10. The management also reserves the right to increase its published prices for VAT and duty increase imposed on them by the Government's budget, without prior notice.*
- 11. House linen is inclusive of room hire. Floral decorations are not inclusive.*
- 12. All noise, in particular music must be kept to a responsible level and comply with both Statutory and Local Regulations, inside and outside the Function room.*
- 13. Damage to the building, plants, equipment, etc., (other than fair wear and tear) caused by the booking person or their guests, will be charged at cost to the person booking the function as an extra.*
- 14. All persons booking a function at Warley Park are responsible for their guests, it is therefore required that for all evening events, there is a person or persons appointed by the person making the booking, to act as a steward. Although unlikely, such a person will be required by the management to control any unacceptable behaviour by guests of the said function.*
- 15. For their own safety children under 14 years of age must be supervised by an adult at all times during the function. Under no circumstances must children be allowed to wander unaccompanied through the building or its surrounding grounds.*
- 16. In order that functions enjoy privacy and to maintain security, all guests are required to stay within the confines of the areas included in the hire (as detailed overleaf). The Management would advise that failure to comply with this may result in alarms being triggered, which may result in evacuation of the premises.*
- 17. The Management reserve the right to cancel any function due to unforeseen circumstances beyond our control, or for any matter deemed necessary by the Management and accept no resultant responsibility, financial or otherwise.*
- 18. The Management reserve the right to offer a comparable alternative menu, or any part thereof, should market forces or lack of availability apply.*
- 19. All food will be left out for 2 hours maximum, after this time it will be cleared away and disposed of, under the food safety guidelines and for health and safety reasons.*