

ASTBURY GOLF CLUB LIMITED
 Peel Lane, Astbury, Congleton, Cheshire CW12 4RE
 Tel: 01260 272772 E-mail: admin@astburygolfclub.com

Confirmation Of Clubhouse/Business Event Booking
Private/Commercial event for attendance by mainly Non-Members:

Declaration: I, the undersigned would like to hire the Astbury ClubHouse, details as given below. I accept and understand the Terms and Conditions of this booking, set by Astbury Golf Club and hereby enclose a cheque covering the Fee as confirmation of this booking.

Signed:
 (Applicant)

Applicants Name:		Date Of Event:	
Address:		Function:	
Tel No.		<u>Hours Required:</u> We shall require the use of the Clubhouse from – Please specify am/pm	
Event Charge	£100.00	Daytime: to	Evening: to

Terms and Conditions of Clubhouse Bookings

1. **You** must be present throughout the time your guests are on the premises.
2. The maximum number attending is 80 for a meal, with Waitress Service and 90 for a buffet.
3. At least 14 days before the event, you must submit to the Honorary Secretary:-
 - a) A List of the names of all members attending
 - b) A list of the names and addresses of all Non-Members attending
4. At the commencement of the proceedings the above named individual must sign the Visitors Book after an entry "Private Party. Guest list lodged with Secretary".

 Points 3 and 4 (above) are in compliance with our licensing regulations
5. The Club's rules regarding dress (no denim jeans etc.) and behaviour must be strictly observed by all concerned. **You are personally responsible for the conduct of your guests and you will be held liable for the cost of any loss or damage to the Club's property or premises occasioned by your guests, howsoever caused.**
6. If outside entertainment is brought in then he/she must be insured against third party liabilities, including property.
7. The Club will not be responsible for any loss or damage to property or personal effects brought onto the premises, including the car park, for use on the occasion of the booking or at any time in connection therewith.
8. Members of staff or directors of the Club have the right to control the noise level of music played to the extent that the music may be stopped if the musicians/DJ do not co-operate. We need to show consideration to our neighbours.

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9. The charge for this facility is £100 for either of the following periods:-

Daytime hours (10am-6pm) **

Evening hours (6pm-12am) **

** Each additional hour required outside of these times will be charged at £10 per hour.

- **Payments should be paid in full to the Admin. Office at the time of booking.**

10. Only the dining room and lounge are included in this hire.

11. All Food/drinks must be bought at the Club. A good selection of wine is available at very reasonable prices from the Club Bar and orders may placed in advance with the Stewardess, Mrs Sue Lee, (Tel: 01260 272772 (option 3)) between 12noon-2pm or after 5pm).

12. You must make your own arrangements with the caterer in advance, if you require meals or refreshments (please see below). **No outside catering arrangements are permissible, with the exception of one celebration cake.**

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ASTBURY GOLF CLUB LIMITED
CATERING ARRANGEMENTS

Contact: Patsy McKay, 01260 272772 (option 4) between 12noon-2pm daily
Email: patsymckay93@gmail.com

Food

1. Please call the Caterer, Patsy McKay, as soon as possible (01260 272772 Option 4, between 12noon and 2pm daily, as a minimum) to arrange a meeting to discuss your food requirements so that we can tailor the menu to suit you.
2. One week before your event please provide final numbers for your event and let us know how you would like to arrange your seating.

Payment

1. By cheque: payment should be made 7 days before your event ***, cheques made payable to Patsy McKay.
2. By Cash: payment should be made on the day of your event ***
3. All food ordered must be paid for unless cancelled 48 hours in advance.

*** Unless prior arrangements have been made. Please discuss with Patsy McKay.

Thank you