



# The Club House

## At Gillingham Golf Club

### Booking Terms and Conditions

Please note that the following Terms and Conditions apply to all Weddings, events and parties held at Gillingham Golf Club and forms part of the contract with the client.

#### 1. Confirmation of Reservation by Client

- 1.1 All bookings will be considered to be provisional for 14 days until written confirmation and deposit is received. The Club reserves the right after 14 days to release the provisional booking and re-let the facilities

#### 2. Deposit

- 2.1 A payment of £200 is payable for standard hall hire and £495 for wedding hire. The deposit is non-refundable unless we rebook the facility for the same day or evening. If you do cancel we will make every effort to rebook the function room and give you a prompt refund when we receive the new booking deposit.

#### 3. Damages Deposit

- 3.1 The Client must reimburse the Club for any excessive cleaning or repairing any damage to the Club's property, contents or grounds by any of your guests to the Club. Damage is deemed to relate to floors, walls, furnishings, furniture, tablecloths, cutlery, crockery and glasses and includes any excessive cleaning that may be required
- 3.2 All prices are subject to change at any time & include VAT at the prevailing rate.

#### 4. Cancellation by the Client

- 4.1 Cancellations, postponements or partial cancellations must be notified by the Client to the Club both verbally and in writing

#### 6. General Terms and Conditions

- 6.1 No alcohol or food is to be brought into the Club by the Client unless agreed with your event manager. The only exceptions are the provision of Wedding Cake and own food if you have booked the function room only. If you do bring your own food the kitchen facilities will not be available and you will need to provide your own plates and cutlery unless previously agreed with our event manager.

- 6.2 All children must be kept under strict control and must remain in the main function room at all times, access to the bar area is not permitted under licensing laws
- 6.3 Mobile phones are not permitted to be used in the Clubhouse with the exception of the entrance foyer
- 6.4 Smoking is not permitted anywhere within the building or near the entrance doors. Smoking is permitted on the balcony, please dispose of cigarette butts in the receptacles provided and do not throw them over the edge of the balcony
- 6.5 If using the balcony, please be aware that there may be golfers playing on the course and you are requested to give them consideration and keep noise levels to a minimum. Please also be aware that there may be members using the lounge/bar areas
- 6.7 Photographs are not permitted on the course without permission. Photographers **MUST** ask the Club Professional on the day if a suitable location is available
- 6.8 Bad language/behaviour is not tolerated and persons causing offence will be asked to leave the premises immediately
- 6.9 The Club must comply with certain licensing and statutory regulations and requires the client to fulfil their obligations in this respect. The bar opening times are to be agreed in advance with the event manager.
- 6.10 Any persons that look to be under age will be asked for ID at the bar. If no ID is available, staff reserve the right to refuse to serve alcohol under Licensing Law, this includes the purchasing of alcohol by an adult for an individual aged under the age of 18 with or without food being consumed
- 6.11 The Club accepts no responsibility to the Client in respect of any such claims made against the Client by any member of their guest/group in respect of loss or damage to their property
- 6.12 Insurance can be arranged to protect you and your event against cancellation or abandonment with a minimum sum insured based on the anticipated income to the Club. Insurance can also cover property damage to the venue and its contents, third party bodily injury and third party damage. The Club does not accept liability for these
- 6.13 The Club will not be liable for any failure to provide or delay in providing facilities, services, food or beverage as a result of events or matters outside of its control, including industrial action by either staff or contractors
- 6.14 The Club accepts no responsibility for the security, loss, destruction or damage to any items regardless of cause.

## **7. Bands, Displays and Equipment**

- 7.1 If displays, merchandise or exhibitions are to be used, the Club's prior approval must be obtained. All activities must comply with statutory health and safety regulations
- 7.2 The Client is responsible for ensuring that any band, musician or other contractor employed by them complies with statutory requirements, has relevant insurances and also conforms to the requirements of the Golf Club management to include sound level management. Please note that smoke machines are not permitted.

**It is incumbent upon all organisers of events to ensure that all participating persons are aware of the above conditions**