



GILLINGHAM GOLF CLUB

Functions - Booking Application Form

Name _____

Date Of Birth _____

Address _____

Postcode _____

Daytime number _____

Evening number _____

Mobile number _____

Email _____

Event description _____

Anticipated numbers _____

Date required _____

Times From _____ Until _____

Rooms required:

Function room Conference Room Boardroom

Outline catering requirements _____

Additional requirements (include requirements for stage/microphone/projectors)

Please note completion of this form does not guarantee your booking. I hereby confirm that I have read and understood the terms and conditions for hire and agree to be bound by them.

Signature _____ Date _____

Office use only

Booking taken by _____ Booking ID _____ Deposit received _____

Additional Information _____

Signature _____ Date _____

For more information contact one of our friendly team today, phone: 01634 853017

Email: golf@gillinghamgolfclub.co.uk

Website www.gillinghamgolfclub.co.uk





Gillingham Golf Club

Hire & Events Conditions of Use

1. Cancellation

- a) By the hirer
 - i) All cancellations must be made in writing to the manager of the venue. The booking shall not be considered as cancelled until written confirmation is received from the hirer.
 - ii) In the event of cancellation by the hirer the following cancellation fees will be due within two weeks of the date of the cancellation:
At least 12 months notice – room hire only.
- b) Gillingham Golf Club
 - i) Gillingham Golf Club reserves the right to cancel any booking at any time should they require facilities in an emergency, and Gillingham Golf Club shall not as a result incur any liability for breach of contract.
 - ii) Any charges paid by the hirer will be refunded in the event such a cancellation but Gillingham Golf Club will not be responsible or be liable for any other expenses incurred by the hirer either directly or indirectly as a result of such a cancellation.

2. Payment of charges

- a) The room hire charge is taken as a nonrefundable deposit at the time of booking.
- b) The booking remains unconfirmed until written confirmation is sent by Gillingham Golf Club to the hirer.
- c) The final balance must be paid 14 days before the date of the event and any increase made after this time must be paid for prior to the event.
- d) All bar accounts must be settled in cash or by credit/debit card on the day of the event.
- e) Any late payment of charges by the hirer will be subject to daily interest equivalent to the Bank of England base rate + 10%.

3. Confirmation of numbers

- a) Final numbers must be confirmed at least three weeks before the date of the event unless by prior arrangement with the catering manager.
- b) If actual numbers fall below 75% of that indicated by the hirer on the booking application form a £200 surcharge is payable by the hirer.
- c) For all functions with catering, food should be ordered for 100% of guests.
- d) The children's menu is available for children aged 11 and under.
- e) Where catering on site is available, no 3rd party may provide food or beverages without prior written permission from Gillingham Golf Club.

4. Damage, loss or injury

- a) The hirer shall ensure that the hired area is completely vacated and left in a tidy/orderly condition at the end of the period of hire.
- b) The hirer shall be responsible for and shall pay Gillingham Golf Club on demand the amount of any damage done to the fixtures, fittings, apparatus, equipment or other contents of the site resulting from the actions of the hirer or any guests of the hirer.
- c) Unless due to an act of neglect by a Gillingham Golf Club employee Gillingham Golf Club shall not be responsible for any loss of, or damage to, any party of the hirer, nor any loss or damage to any property or any person resorting to the site during the period of hire.
- d) The hirer shall indemnify Gillingham Golf Club against any claim which may arise, or which may be made by any person resorting to the site, and shall if necessary or if required by Gillingham Golf Club insure against such loss or damage to a limit notified in advance.
- e) The hirer agrees to Gillingham Golf Club being the sole judge of damage done and the amount thereof and to pay for any article belonging to Gillingham Golf Club lost or missing during the hire period.
- f) Subject to a risk assessment by Gillingham Golf Club, a suitable refundable Damage Deposit will be payable to cover:
 - i) Damage;
 - ii) Additional work caused by rooms being left in an unacceptable condition;
 - iii) If the hirer does not vacate the room by the agreed time.
 - iv) Failure to comply with the conditions of hire.

5. Alterations and fittings

- a) The hirer shall not alter, discount, or in any way interfere with the electric or other fittings within the site without the consent of Gillingham Golf Club.
- b) Any electrical appliance supplied by the hirer must be maintained in a safe condition and correctly installed and be suitable for the voltage and loading of the electrical installation of the site. The hirer is wholly responsible for the safety of such appliances at all times whilst on the site and for any injury caused to any person. All portable electrical items must have a clearly identifiable PAT (Portable Appliance Test Label) dated within 12 months of the event.

6. Maximum accommodation

- a) The hirer agrees that the maximum number of people allowed in each area is determined by Gillingham Golf Club and that this figure will not be exceeded.
- b) Gillingham Golf Club shall have the right to exclude from the site any persons in excess of the maximum.

7. Parking of cars

- a) Under no circumstances will Gillingham Golf Club accept responsibility for the loss or damage to any vehicle or any article left therein/on, whilst on the premises.

8. Exits and gangways

- a) Under no circumstances must any fire exit doors or fire routes be impeded by chairs, tables or any other equipment.

9. Times

- a) Start and finish times of all events must match those agreed on the booking application form.
- b) If the site is not vacated at the appointed time a full hourly charge will be levied.

10. Regulations

- a) The hirer shall observe and in all respects comply with statutory requirements and those of competent authorities regulating the use of the site.

11. Security

- a) Subject to a risk assessment by Gillingham Golf Club, the hirer may be liable for the employment of Door Security Personnel at a rate of two for the first 100 guests and one for each 100 thereafter. Only SIA qualified personnel are permitted to act as security according to Statutory Premises Licence Regulations. Rates will be notified to the hirer and payment will be made 14 days prior to the event.

12. Insurance

- a) Hirers must ensure that any second party employed by them, e.g. mobile DJs, have public liability cover to the value of at least £1,000,000 (one million pounds). A copy of the insurance certificate must be forwarded to the site before the function date.

13. Dogs

- a) No dogs or other animal (except Guide Dogs) shall be brought into or be allowed to enter the interior of the site unless by prior arrangement with the manager.

14. Termination

- a) Upon any breach of these conditions by the hirer, the manager may terminate the event with immediate effect and Gillingham Golf Club will not be liable for any claim for compensation by the hirer. The Hall & Events conditions of use forms part of a contract. While most functions operate as planned, there are occasions where, due to unforeseen circumstances, the hirer has to cancel. It is advised that an insurance policy is taken out to cover any charges payable due to cancellation of the event.

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