



SOCIETIES:

ACCEPTANCE/CONFIRMATION OF TERMS & CONDITIONS

(reviewed June 2011)

I have read the attached Terms and Conditions and, in appending my signature hereto, confirm both the reservation and my acceptance of said Terms and Conditions.

Company/Society:

Signed:
(on behalf of client)

Title:

Name: (block caps)

Date:

Signed: (on behalf of))

Title:

Name:

Date:

Terms and Conditions

1. These conditions apply for the booking of any bedroom, function or meeting room or golf day at hereinafter referred to as "the Club".

The return of the signed copy of this agreement will signify both confirmation of booking and acceptance of these terms and conditions.

2. Reservations - Provisional and Confirmed

Reservations will be regarded as provisional until such time as a confirmation letter for the required services and signed copy of terms and conditions has been received by the Club. The Club reserves the right to release a provisional booking in the absence of written confirmation.



3. Cancellation by the Client

i. Meetings or function rooms:

The following cancellation charges apply to any confirmed accommodation, room hire, food, liquor and equipment charges.

Cancellation within 60 days 25% of quoted rate

Cancellation within 30 days 50% of quoted rate

Cancellation in less than 15 days Full rate quoted

In the event of the Club being able to re-let accommodation, on the basis of comparable revenue, no charge will be made.

ii Bedrooms

Any bedroom not taken up by 1800 hours, unless otherwise arranged, will be released and no guarantee of its availability will be made after that time unless prior notification of late arrival has been made. A confirmed booking, if not taken up, will be charged at the full rate.

iii Deposits/Cancellations

3 months prior to golf day:

Full payment for golf is required. If not received the club reserves the right to release the booking without notice. Cancellation bears no penalty.

2 months prior to golf day:

Cancellation will result in a refund of 30% of the deposit. Numbers may be reduced, by up to ten people of the original booking with no penalty. Any further reduction will be charged in full.

1 month prior to golf day:

If cancellation occurs no refund will be given. Numbers may be reduced by a further five people with no penalty. Any further reduction will be charged in full.

48 hours prior to golf day:

Final numbers for catering and accommodation must be advised. Any reduction thereafter will be charged in full.

4 Final Golf Requirements

All amendments must be given in writing. 15 days prior to golf day the client should provide the following information.

- ✎ arrival and departure times
- ✎ programme of events
- ✎ special requirements
- ✎ full accounting instructions (if credit terms have been agreed with the Club - see paragraph 7)
- ✎ a list of players' names with a guarantee that all players have a recognised handicap

NB In arranging golf days, organisers should be aware that it is prejudicial to the amateur status of the golfer to be awarded prizes in excess of £500 value.

5 Alteration to catering numbers

Approximate numbers for any function involving the preparation and service of food should be advised by the client at 15 days prior to the event. Final numbers are required at 48 hours prior to the commencement of the function and the numbers advised at this juncture will form the basis of the final account.

The Club reserves the right to allocate an alternative Suite to that reserved should the guaranteed numbers fail to materialise.

6 Meetings

The Day Delegate meeting rates are based on a minimum of 20 delegates. When participating delegates fall below these numbers, any bedroom charges, room hire, meals, refreshments etc, which are inclusive in the quoted conference rate will be charged at non-discounted rates.

7 Charges and Accounts

Conference, Function and Golf Organisers, with previously arranged credit facilities, must sign and agree major accounts before departure. Any individual's room account, extra charges etc remain the clients responsibility in the absence of prior notification to the contrary.

A Service Charge of 10% will be added to the food and beverage content of the total account.

8 Credit Accounts

The Club will extend credit facilities to Conference, function and golf organisers only when an approved Credit Application exists with the Club. A Credit Account may be opened by completing a Credit Application Form which is available on request. Terms of payment are strictly 30 days for full settlement. Accounts not settled within 30 days will automatically incur a surcharge of 5% per calendar month and any legal fees incurred in recovery. Failure to settle accounts as shown will also result in the loss of credit facilities for future bookings.

9 Social Functions - Terms of Payment

Any reservations for Dinner Dances, Wedding Receptions, or for the provision of any other facility by persons or organisations not holding a duly authorised Credit Account with the club, requires a deposit of 25% of the estimated total value of the Function to be paid on confirmation of the booking and a further 60% at least 7 days prior to the date of the function, the remainder to be paid prior to departure on the date of the function.

10 Damage

The Client, in accepting these Terms and Conditions, assumes responsibility for any and all damage caused by him or any members of his party, whether in rooms reserved or in any other part of the Clubhouse or ground.

11 Advertising/Signs

The fixing of signs, displays and posters to walls, upon the golf Course or in any other location within the grounds of the may not be carried out without the authorisation of the Club. A charge may be incurred for such display.

12 Cancellation by

The Club reserves the right to cancel or amend any reservation:

- ⌘ if the Club, or any part of it, is closed due to fire, natural disaster, employee dispute, alteration, demolition, decoration or by order of any public authority.
- ⌘ if the client becomes insolvent or enters into liquidation or receivership
- ⌘ if the client is more than 30 days in arrears with any payment due to the Club
- ⌘ if the reservation is potentially detrimental to the reputation of the Club
- ⌘ if inclement weather prevents the playing of golf. In this event the club will refund any deposit made in respect of golf, but will have no further liability to the client.