

# Christmas Party Terms and Conditions

1. All bookings of facilities at UK Golf (hereafter called "the Club") are accepted by UK Golf upon the following terms and conditions.
2. These terms and conditions, together with the club's written quotation on the one hand and client's written confirmation in respect of the booking on the other hand shall constitute the contract between the client and the club and such contract shall come into effect immediately upon receipt of the written confirmation from the client or their agent.
3. The club reserves the right to amend these terms and conditions at its own discretion provided such amendments are notified in writing to the client at the time of the booking.
4. The Club reserves the right to revise quotations where prices may be affected due to reasons beyond its control. And in such event will do so in writing to the client.

## Deposit Payments

5. All bookings require a deposit, unless the client has an account with the club with a unique reference number, supported by a purchase order.
6. Bookings are provisional until receipt of appropriate written confirmation or deposit and signed copy of these terms and conditions. The club reserves the right to cancel booking without liability in the event of non-payment of a deposit.
7. Deposits are non-refundable and non-transferable except under circumstances defined in the section 16/17
8. Business customers wishing credit facilities must ensure that adequate arrangements are in place no later than one month prior to the event.
9. In the absence of such arrangements where the booking has a value of £1000 or more a deposit of 25% of the club's quoted price is payable at the time of booking. If the booking has a value of less than £1000 a deposit of £10 per person is payable at the time of booking.
10. Private functions require a deposit of £10 per person to be paid at the time of booking. Changes to this deposit value are at the sole discretion of the General Manager.

## Arrangements and Numbers Attending

11. The client must confirm in writing to the club all information necessary to organise the function including the anticipated number of attendees and details of special dietary requirements and menu selections, not less than 28 working days prior to the function. Where a booking is made at less than 28 days notice, all such information must be confirmed at the time of booking.
12. Final numbers need to be confirmed to the club no later than 14 days prior to the function. In the event of a booking occurring less than 14 days from the event the numbers given will be deemed final.
13. Where the actual attendance on the day varies from final confirmed numbers the account shall be calculated on the number confirmed by the client or the number actually attending, whichever is greater.
14. The club reserves the right to reallocate the function to an alternative date or accommodation within the club at its own discretion if the attendance significantly differs from the predicted number. The club will give written notice of amendments prior to the event, if a reasonable notice period of change is given by the Client.

The Club reserves the right to make any necessary amendments to the proposed menu or facilities.

## Cancellation

15. Cancellation charges are based upon the client's most recent confirmation.
16. In the event of cancellation prior to an event the charges are as outlined in the matrix below. All deposits are non-refundable and non-transferable.
17. The Club will make every attempt to re-sell cancelled booking space and use the profit in cancellation charges.
18. The Club may, at its sole discretion, cancel at any time, any function it deems may prove unsuitable or disruptive to the club as a whole. Although not bound to do so the club would, if permitted, offer a minimum of 7 days notice in consideration of the client's need to amend arrangements. In such event the club will refund all monies paid in advance by the client and shall be deemed to have no further liability arising from the cancellation. In the event that a client is found to have misrepresented the nature of an event, the club reserves the right to cancel the event without refund of monies paid in advance.

## Payment

19. For all bookings payment is to be made in full, unless credit terms have been agreed, no less than 28 days prior to the event.
20. The club reserves the right to action payment of any outstanding balance post event by use of the clients payment details and will forward a receipt of payment to the address given by the client. The club will attempt to notify the client before action of payment is taken.

## General

21. The client shall indemnify the club against any loss, damage, cost or expense caused to or suffered by the club or any agents, guest or employee of the club arising as a result of the deliberate, casual or accidental act of the client, his agent or guest of the function.
22. The club shall not be liable for any loss or damage to the property owned by, or in custody of the client or his agents, employees or guest. Cars are parked in the club's car parks entirely at the risk of the owners and their guests.
23. The client will not arrange for the delivery of any goods or material to the club without prior arrangement with the management.
24. The client shall not introduce in the club and inflammable or hazardous material nor shall he or his agent, employee of guests commit any act or erect any structure which may endanger the club or any persons within it.

Clients will be responsible for ensuring that all measures necessary for the good health and safety of their employees, agents and guests are employed and enforced.

25. The club does not allow the consumption of drinks (alcoholic or otherwise) or foods not purchased through the site.
26. The client agrees to take full responsibility, and reimburse the Club, for the cost of repair arising from any damage to the property, contents or grounds by their employees, agents or guests.
27. The club reserves a right to impose a charge of £150 for soiling caused by irresponsible behaviour.
28. The client is responsible for ensuring that any Band/DJ/Musician/Private or arranged third party, employed by them comply with all statutory and management requirements. Details of management requirements can be sought through the club manager.
29. The club must comply with certain insurance/licensing and statutory regulations and requires the client to co-operate fully in meeting these.
30. All functions must end at the time stated in the contract, failing which the club reserves the right to charge additional room hire and any staff costs arising as a result.
31. All prices quoted exclude VAT unless otherwise stated.
32. The club shall not be liable for the failure to comply with any terms or conditions of contract where compliance is prevented, hindered or delayed by any cause beyond its control including, but not limited to, fire, storm, explosion, flood, Act of God, action of any government or interruption of supplies of industrial action.

## Contracted Suppliers

33. All basic audio visual equipment MUST be supplied by the club or an accredited supplier.
34. If independent suppliers are employed the client is responsible for ensuring the correct health and safety and public liability is held by that supplier.
35. If independent suppliers do not provide the necessary documentation to the club reserves the right to suspend the booking at any time.

## Date of Cancellation and Charges Payable by you:

Between 24 and 12 weeks before the event is due to take place, 20% of the total booking value will be charged.

Between 11 and 6 Weeks before the event is due to take place, 50% of the total booking value will be charged.

Between 5 and 4 Weeks before the event is due to take place, 80% of the total booking value will be charged.

28 days or less before the event is due to take place, 100% of the total booking value will be charged.

I agree to the above Terms and Conditions

Your Signature

Print Name

Date
