

Function Booking Form

Minimum 4 persons



Contact name: _____ Company/organisation (if applicable): _____

Address: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Please select one option for your event:

The Place at Cheshunt Park The Belfry Room

Capacity: Standing 120 / Banquet 36

Capacity: Standing 50 / Banquet 24

Requested start time: _____ Requested end time: _____

Anticipated number of attendees: _____ (Please note capacities stated above)

Requested date of event: (please note capacities):

Start time: _____ Finish: _____

Please describe the type of event you wish to book: _____

Will you be bringing a celebration cake to the event: Yes No

Please describe any entertainment provided by a third party supplier:

I am confirm I have read, and agree to, the Cheshunt Park Golf Centre terms and conditions overleaf.

Signed: _____ Print Name: _____ Date: _____

STAFF USE ONLY

Member of staff confirming: _____ Date of confirmation: _____

CONFIRMED BOOKING DETAILS

Date of event: _____ Non-refundable deposit amount paid: £ _____

Start time: _____ Hire fees: £ _____ Security fees: £ _____

Finish time: _____ Balance to pay: £ _____

Departure time: _____ Balance due by date: _____

The Cheshunt Park Golf Centre reserves the right to cancel booking without liability in the event of non-payment of the balance by the due date.

TERMS AND CONDITIONS OF HIRE

1. Upon receipt of a completed booking form the centre will review and confirm the availability of dates requested for your event. The centre cannot hold dates and times.
2. A non-refundable deposit of £100 is to be paid in order to confirm the booking. Payment will be accepted over the phone or in person by credit or debit card. A copy of your completed form together with a scan of your card receipt will be sent to you by email, with the confirmed dates and times of hire.
3. Payment of the deposit means that you agree to the dates and times of hire. Any disputes should be expressed in writing within 14 days of the confirmation date.
4. The hirer agrees to submit a food and drink booking form no later than 1 month prior to the event. For all bookings the balance payment for hire, security, food and pre-ordered drink items (minus the deposit amount) is to be made no later than one month of the event. Where an event is cancelled within one month prior to the event, these amounts are non-refundable.
5. The Centre does not allow the consumption of drinks (alcoholic or otherwise) or foods not purchased on-site with the exception of celebration cakes, which must be declared on the booking form.
6. Cheshunt Park Golf Centre does not allow the use of party poppers, streamers, confetti, chocolate fountains or smoke machines. Wall decorations are only allowed with approval from the staff supervisor on the day of the event and only where using blu-tack to affix the decorations to the wall. All decorations must be removed by the client at the end of the event.
7. All events must end at the time stated in the contract The Centre reserves the right to charge additional hire/fees and any staff costs arising as a result of a later than started finish.
8. The Centre must comply with certain insurance/licensing and statutory regulations and requires the client to cooperate fully in meeting these.
9. The hirer agrees to purchase security from the Centre for 21st birthday parties. Cheshunt Park Golf Centre does not hire to any parties where the predominant age of the attendees is below 21 years.
10. The client will not arrange for the delivery of any goods or material to the Centre without prior arrangement.
11. The client is responsible for ensuring that any third party employed by them complies with all statutory and management requirements.
12. All basic audio visual equipment must be supplied by the Centre or an accredited supplier.
13. If independent suppliers are employed, the client is responsible for ensuring the correct health and safety and public liability is held by that supplier.
14. If independent suppliers do not provide the necessary documentation the Centre reserves the right to suspend the booking at any time.
15. For the safety and well-being of staff and customers the centre requires sound equipment to operate within set decibel ranges and we will check sound levels during events.
16. The Centre does not permit the use of its electricity supply for external equipment/machinery.
17. The Centre may, at its' sole discretion, cancel at any time, any function it deems may prove unsuitable or disruptive to the Cheshunt Park Golf Centre as a whole. In such event the Centre 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 Centre reserves the right to cancel the event without refund of monies paid in advance.
18. The client shall indemnify the Centre against any loss, damage, cost or expense caused to or suffered by the Centre or any agents, guest or employee arising as a result of the deliberate, casual or accidental act of the client, his agent, employee or guest of the function.
19. The client shall not bring into the Centre any flammable or hazardous material nor shall he or his agent, employee or guests, commit any act or erect any structure, which may endanger the golf course, 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.
20. The client agrees to take full responsibility, and reimburse the Centre, for the cost of repair arising from any damage to the property, contents, course and grounds by their employees, agents or guests.
21. The Centre reserves the right to recover the cost of any damage from the client caused by irresponsible behaviour by any member of his party.
22. The Centre shall not be liable for any loss or damage to the property owned by, or in the custody of the client or his agents, employees or guest. Cars are parked in the Centre's car park entirely at the risk of the owners and their guests.
23. The Centre 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 Government Agency, labour shortage, electrical power failure, interruption of supplies or industrial action.