



PRIVATE FUNCTION BOOKING FORM

Function booked in the name(s) of: _____

Address: _____

Postcode: _____ Email Address: _____

Tel (Home): _____ Tel (Mobile): _____

Approx no of guests for Function: _____ Date of Function: _____

Would you like us to book your Evening Entertainment: Yes / No
(Please note any bands/disco must have Public Liability Insurance to perform at Cumberwell)

What time will the function commence: _____ end: _____

Note: Our bar is licensed up to 12.00 midnight Monday – Saturday.
Extensions have to be applied for in writing at least one calendar month before the event (£40 administration charge)

Please enclose the relevant deposit stated in the Terms & Conditions within 14 days (making cheques payable to Cumberwell Park Golf Club) to confirm your booking

Full details and further information can be discussed nearer the time.
Please check date is available before sending in form and deposit.

Please send this form to :

Becky Haines
Events Manager
Cumberwell Park Golf Club
Bradford-on-Avon,
Wiltshire,
BA15 2PQ.

Confirmation will be sent by return.

Name: _____

Date: _____

Signed: _____



Terms and Conditions

Provisional Bookings will be taken without obligation and held for 14 days, after which, if written confirmation and deposit are not received the booking will be deemed cancelled.

To secure your event, please fill in the attached booking form and forward with the agreed deposit together with this form signed in agreement.

Deposits

15 – 50 guests	£150.00
51 – 100 guests	£350.00
101 plus guests	£450.00

A letter of confirmation will be sent acknowledging receipt of deposit. An account, deducting your original deposit will be sent after the event, and settlement is due within fourteen days.

Final Details

We will contact with you at least 4 weeks prior to the event to discuss and finalise details.

An indication of the final numbers should be given at least one week prior to the function. Exact final numbers must be given four working days before the function and this will be the minimum number charged. Any increase will be charged as extra.

When you give your final numbers, please indicate:- Breakdown of adults and children (under 10) eating, Vegetarians and guest with special dietary requirements, high chairs and food requirements for children.

Children under the age of ten will be charged half the adult price for smaller portions or children’s menu.

When deciding on the menu choices, you may choose up to 3 starters, 3 mains and 3 desserts for your menu. When choosing a menu with more than one option per course, we ask you supply a table plan along with place cards indicating each guests individual choices 2 weeks prior to the event.

Guests with special dietary requirements will be treated individually.

We regret that **no wines or spirits may be brought into Cumberwell Park Golf Club** by organisers or guests for consumption on the premises.

Cancellation

Deposits are not refundable and can only be transferred by permission.

Up to 6 months	Loss of Deposit plus 25% of the estimated revenue excluding drinks
Up to 3 months	Loss of Deposit plus 50% of estimated revenue excluding drinks
Within 3 months	Loss of Deposit plus 100% of estimated revenue excluding drinks

If we are able to re-sell our facilities a refund excluding deposit will be given proportional to the amount of revenue replaced.

All prices are inclusive of VAT

Name: _____ Date: _____

Signed: _____