

TERMS AND CONDITIONS

Elsham Golf Club, the venue, is managed by the Manager and The Management Board Therefore, any bookings, payments, cancellations, and event management are through Elsham Golf Club.

Elsham Golf Club, Contact Details: Correspondence Address: Barton Road, Elsham, near Brigg DN20 0LS.

Telephone Number: 01652 680291 Email: office@elshamgolfclub.co.uk

Payment Terms:

1. An event can be provisionally booked no longer than 14 days without a deposit. To confirm a booking, the Booking Form and Terms & Conditions will need to be signed and a non-refundable deposit of £500 paid.
2. All payment must be made according to the agreed timescales within the Booking Form and Booking Confirmation.
3. Any difficulties making payments must be discussed the Manager of Elsham Golf Club prior to actual due payment date.
4. All payments must be made via Debit Card or Bank Transfer quoting the Event Reference number and Date of Event. Received with Thanks will be sent for each payment received.

Event Cancellation:

5. Should you need to cancel your event, this must be first by telephone and then followed up in writing either by email or letter to The Manager, Elsham Golf Club. All cancellations will be acknowledged in writing by Elsham Golf Club. If you have not received acknowledgement please inform Elsham Golf Club.
6. If an event is cancelled more than six months ahead of the date of event, deposit payment will be forfeited.
7. If an event is cancelled less than six months ahead of the date of event, all monies paid will be forfeited and you will be liable for any additional costs incurred from suppliers.

Event Date Change:

8. Should you need to change the date of your event, Elsham Golf Club must be notified in the first instance, via telephone and then followed up by either email or letter.
9. Elsham Golf Club will accommodate an Event Date Change where feasible, within a 12 month window. Outside of this, the event date change will be altered at Elsham Golf Club's discretion.

Liability:

10. Elsham Golf Club accepts no liability for the Hirer, persons involved in or guests at the event. This includes but is not exhaustive to death, injury, loss or damage to individual's or their belongings. The Hirer shall indemnify Elsham Golf Club against any claim.
11. Elsham Golf Club accepts no liability for cancellation of an event due to reasons outside of Elsham Golf Club's control (including but not exhaustive: fire, legal action rendering closure of Elsham Golf Club, power failure, theft, acts of God (such as adverse weather)).
12. Elsham Golf Club accepts no liability on the part of external suppliers for breach of their individual contract, or for issues pertaining to their services. Whilst Elsham Golf Club will offer lists of preferred suppliers, Hirer's must confirm that their service is satisfactory prior to booking these external suppliers. The Hirer takes full responsibility for their service.
13. Elsham Golf Club reserves the right to terminate an event should it be deemed to be inappropriately conducted.

Wedding Insurance:

14. The Hirer will be expected to obtain full event insurance which covers liability, both to persons and to property.
15. The Hirer will be liable for any damage to or loss of items from Elsham Golf Club, the venue, through criminal intent or accident by the Hirer or their guests. The Hirer will be expected to make good any damage or replace lost items within 14 days of the event.
16. The Hirer will also be liable for any personal injury to themselves or their guests whilst on the premises of Elsham Golf Club including the building and surrounding land.

Opening Times:

17. The Event start and end times must be pre-agreed and adhered to by the Hirer to comply with planning laws. Elsham Golf Club events will close by 12 midnight, with last orders being called at the bar at 23:30, bar closure at 23:45, last dance at 23:45, and guests departure by 12.15am. Bar Extension to 1am available at additional cost of £100.

Music:

18. Other entertainers including bands and singers, are permitted to perform at Elsham Golf Club, however, they will be required to ensure they do not exceed the deemed appropriate level for noise. All suppliers will need their own public liability insurance, risk assessments, fire safety equipment, and all electrical items must be fully PAT tested. All documentation must be viewed by Elsham Golf Club to ensure compliancy.
19. All windows and doors must remain closed during the playing of amplified music, as this is a planning stipulation.

Drinks:

20. Elsham Golf Club is a licenced premise and will manage the selling of alcohol. No glassware or alcohol must be removed from site. The bar has the right to refuse service to anyone deemed to have had too much to drink, for their safety and that of others.
21. Elsham Golf Club can provide drinks packages.
22. All drinks must be purchased through Elsham Golf Club. No drinks should be brought onto site, without the prior written approval of Elsham Golf Club.
23. Each pre-authorised bottle of wine / champagne brought onto site will be subject to a £6 corkage charge, to cover glassware and staffing.

Fireworks / Chinese Lanterns:

24. No fireworks (indoor or outdoor) or Chinese lanterns are allowed at the venue - Elsham Golf Club.

Parking:

25. All parking should be on-site within the designated car park. Bar staff must be notified of any vehicles to be left overnight in the car park and vehicles must be collected the morning following the event. Elsham Golf Club accepts no liability for damage to or loss of vehicle whilst on-site.

Capacity:

26. Elsham Golf Club has a maximum capacity for 120 seated, and for 150 on an evening. If additional capacity is required, a marquee or tee-pee can be hired at a further fee.

Smoking:

27. There is a strict no smoking policy at Elsham Golf Club which must be adhered to at all times. Smoking is only allowed within the clearly marked designated smoking areas.

Suppliers:

28. Any suppliers for an event must be pre-approved by Elsham Golf Club. All suppliers will need their own public liability insurance, risk assessments, fire safety equipment, and all electrical items must be fully PAT tested. See liability section also.

Damage:

29. Elsham Golf Club does not allow any fixtures to walls, other parts of the building, or to furnishings, including for instance: nails, screws, pins, and blu tac. The Hirer will be liable for any damage to the venue, its furnishings internally or externally or its grounds. See liability section also.

Personal Belongings / Gifts:

30. All personal belongings, gifts and cards must be removed from the venue, Elsham Golf Club at the end of the evening, unless prior written approval has been provided by Elsham Golf Club for a different agreement.

Fire & Health and Safety:

31. All fire exits must be kept free from obstruction, slip or trip hazards.
32. No fire signage and equipment must be tampered with or removed by the Hirer or their guests.
33. No vehicles must block the entrance / exit to the car park, as access may be required by the emergency services.
34. Children must be supervised by an adult at all times. Under no circumstances should children under the age of 16 years be outside the function room without an adult.

These Terms and Conditions must be signed in order to confirm an event booking. Signed Terms and Conditions constitute an agreement to the points held within.

Hirer: Name _____

Signature(s) _____

Date _____

Contact Number _____

