

Terms and conditions for events at Dunscar Golf Club

Members or clients hosting an event at Dunscar Golf Club must agree to comply with the terms and conditions listed below. By signing the booking form or providing you booking details electronically, you confirm that you have read and understood these terms and conditions and find them acceptable. These terms and conditions are designed to protect the welfare of staff, contractors and visitors to the club, as well as to protect the property.

Confirmation of a booking is between the club and the member or client.

Any person, firm or company who enters into a contract for the provision of goods and/or services with the member or client is liable to these terms and conditions and it is the member(s) or clients responsibility to ensure that they are made aware of the relevant information required.

Terms of reference

1. Dunscar Golf Club Limited is the sole proprietor of Dunscar Golf Club.
2. Dunscar Golf Club will be referred to as the 'Club' within this document.
3. The person or body booking the event will be referred to as the 'client'.
4. The person or body booked as an external contractor will be referred to as the 'contractor'.

Membership

5. Non-members - on payment of a room hire fee will become a social member for the date and time when the function is to be held.
6. The client will be liable for payment of event/cancellation fee/damages incurred.
7. All rules regarding Club membership are applicable.

Enquiries

8. A provisional booking will be held for a maximum of seven days within which time a deposit will be required to confirm the reservation.
9. After this point, if no deposit is forthcoming, the booking will be released without notice.

Confirmation

10. All bookings are provisional until confirmed in writing and upon receipt of the deposit and booking form which will be regarded as acceptance of the terms and conditions of Dunscar Golf Club Limited to the exclusion of others.

Deposit and payment

11. As confirmation of booking a non-refundable deposit of the room hire amount is required and a room bond if applicable. The amount of deposit may vary depending on the date, room booked and details of the event.
12. The room bond is to cover or contribute to any damage or additional cleaning etc that may be required to bring the premises back in order for rental.
13. Final numbers must be confirmed 7 days prior to the event date. The amount payable by the client shall be calculated on this final number or the number attending the event, whichever is the greater.
14. The club reserves the right to require payment, in whole or in part, prior to the event. Should the client fail to pay such a request within seven days of being requested to do so, the club will treat the booking as having been cancelled.
15. Please note deposits are not refundable in the event of a cancellation by the client.

Prices

16. The club reserves the right to change any of the prices without notice and our prices within the cost examples and information provided are a guideline only.

Timings

17. Luncheon: *12 noon to 5pm.*
18. Evening party: *7pm to midnight.*
19. All Day: *12 noon to midnight*
20. For evening parties with amplified music: Amplified music can be played until 11:30pm followed by 15 minutes of quiet background music. There is no music from 11:45pm unless prior agreement has been given.
21. Final order for drinks is at 11:45pm with guest's departure by midnight. Unless a bar extension has been agreed with the club and paid for.
22. Access to the room prior to the times as agreed above by the client or any contractor will require authorisation by the club prior to the event.
23. Guests must vacate the rooms at the times stipulated by the club.

Catering

24. The club or their authorised caterer provides the catering for the total number of guests attending the function as confirmed in writing by the client 7 days in advance of the function.
25. External caterers are not permitted.

Cake

26. You may bring a celebration cake which Dunscar Golf Club staff will cut and wrap in a white napkin for you to serve to your guests or for your guests to take home for no additional charge.
27. The club accepts no responsibility for storage of the cake prior to the event or assembly of the cake.

Corkage

28. The club does not allow corkage.
29. Any alcohol either given as gifts or received as gifts may not be consumed on the premises.
30. If any guest is found to be consuming any drink that has not been purchased at the club, the club reserves the right to confiscate the product and remove the guest from the premises.

House and environs

31. We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your event. For example, changes to the décor and colour schemes of function rooms.
32. The club cannot guarantee that the venue and its surrounds will be free from additional structures (such as marquees, bonfires or scaffolding).
33. The club cannot guarantee that the venue and its surrounds will be free from building works.

Damage

34. The client is responsible if the club suffers any loss by you, any of your guests or by any of your contractors, or by any employee or officer of your suppliers, as a result of:
 - a. any breakage or damage at the club, whether to the club itself or to any goods, furnishing, articles, equipment or any other property belonging to the club, or
 - b. Theft of any items from the club.
35. The client agrees to pay to the club on demand the amount required to make good or remedy such damage, including compensation for loss of business whilst such damage is being repaired.
36. We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the club or risk safety of any people at the club.

Abusive behavior

37. The club staff are experienced, trained professional individuals. We ask that they are communicated to in a polite and respectful manner.
38. Any abuse to the staff whether verbal or physical will not be tolerated and will result in the member or guest responsible being removed from the event and in extreme circumstances the event being cancelled, and the police called.
39. The client will be responsible to ensure that they and their guests shall not act in any way to cause a nuisance, damage, disturbance, annoyance, inconvenience or interference to any adjoining or neighbouring property or to the owner, occupiers or users of the property or adjoining properties.
40. The client will ensure that their guests exit the property quietly and respect our residents and neighbours.

Personal property

41. The club shall not be liable for the loss of or any damage to the property of the client or any guest, suffered or incurred whilst on the club premises including motor vehicles and their contents, save insofar as the same may be caused by the default of the club, its servants or agents.
42. Please note that the cloakrooms provided for the members and guests are not under constant supervision of the club, and that any property deposited therein is left there at the sole risk of the owner. It is the responsibility of the members to ensure that guests are provided with information regarding the club's liability.
43. We do not accept liability for anything left in the club overnight. Anything of any value should be removed at the end of venue hire.
44. Any other items belonging to the member will be removed from the rooms by our staff and must be collected from the club by 11am the following day.

Contract with third parties (music and entertainment]

45. Live music is permitted within the club; however
46. Sound and music must be kept below the decibel limit described below. Please note the club may do a full

sound check with the contractor at the beginning of the event.

- a. For a luncheon party the decibel limit is 80db.
- b. For an evening party the decibel limit is 90db.

47. Activities and equipment that produce bubbles, smoke, haze or flames are not permitted at the club.
48. Music volume must be maintained through use of appropriate amplified control. Failure to adhere to this limit will result in the power to the band or DJ being cut.
49. Amplified music is not permitted outside.
50. We do not have a separate private room that can be used specifically for the band or entertainment and there are no changing rooms. We do have a secure room that can be used to store personal items.
51. Please ensure you check the contract between you and your chosen supplier.
52. The club must be informed of all suppliers at least 14 days in advance of the event and copies of suitable public liability insurance is required.

Procedures for third party contractors at the club

53. The client must provide each contractor with the relevant terms and conditions of supplying products at the club.
54. The client must arrange suitable times for the contractor to gain access to the club to set up.
 - a. For a luncheon party contractors may set up from 10am.
 - b. For an evening party contractors may set up from 5:30pm.
55. Timings must be confirmed in writing and authorised by the club. Access to the room prior to the times as agreed by the member or any contractor will require written authorisation by the club prior to the event.
56. The club reserves the right to restrict access to the rooms if permission has not been granted. The contractors will adhere to the restriction placed upon them by the club regarding setup and access to the rooms.
57. All contractors must always operate in a safe and responsible manner with due regard for the health and safety of all persons within the club and comply with all safety procedures as advised by the Duty Manager (e.g. keeping emergency escape routes clear).
58. Contractors are permitted to park in front of the premises to unload their equipment prior to the start of the event. A clear access route must always be available. Once equipment is unloaded, all vehicles must be moved to the main car park for the duration of the event. At any point contractors must move their vehicles immediately if instructed to do so by either the Duty Manager or a member of the club staff.
59. Equipment must not be leant against walls or doors, and nothing may be affixed to walls, doors or flooring. Contractors must provide and use rubber cable covers. Please note: if any damage is caused to the club, the member shall be responsible the cost of this damage in full.
60. Contractors must fully pack up and clear the building within 1 hour of the event finish time. Should they require longer to clear up this must be arranged in advance of the event with the club. They must leave the area they have been working in clear and tidy. The contractor will ensure that they clear up and exit the property quietly and respect our residents and neighbours.
61. The contractor will be responsible to ensure that they and their associates shall not act in any way to cause a nuisance, damage, disturbance, annoyance, inconvenience or interference to any adjoining or neighbouring property or to the owner occupiers or users of the property or adjoining properties.
62. All contractors must comply with any directions of club's Duty Manager regarding the proper use of the premises and items brought onto it. The club shall, at its absolute discretion, cancel or terminate any event if disorder, destruction, or damage to the club is considered likely or has occurred in connection with the event.

Documentation required from third party contractors

63. All Contractors must hold Public Liability Insurance with a minimum cover of E2 million and be able to provide a copy of the current certificate no later than 14 days prior to the event date.
64. All portable electrical appliances connected to electrical points within the club over 12 months old must have been tested in accordance with the Electricity at Work Regulations 1989 by a competent person approved by the Institution of Electrical Engineers. Evidence of the satisfactory testing of each appliance must be available on request (i.e. current PAT certificates). This must be provided no later than 14 days prior to the event date.

Decorations dance floors, flowers, confetti etc

65. No decorations of any kind can be attached to walls, doors, ceilings or any fixtures, inside or outside the club without prior authorisation. Sellotape or tape of any kind is not permitted to be used to be used on the walls or pictures within the club. The club reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue.
66. Confetti cannons are not permitted within the club. Confetti of any kind including Metallic foil confetti or

glitter confetti cannot be used inside or outside the club or in the grounds.

67. The club accepts no responsibility for floral arrangements stored in the club prior the event.
68. Materials that are easily ignited or have rapid spread of flame characteristics are prohibited at the club. Any furnishings, drapes or furniture used within the club should be inherently fire retardant or treated to achieve the same standard. A further risk assessment may need to be carried out by the contractor prior to events where large quantities of combustible or flammable material may be introduced to the club.
69. Candles cannot be used either inside or outside the club.
70. Fireworks, sparklers and Chinese lanterns are not permitted at Dunscar Golf Club.
71. Inflatable bouncy castles are not permitted unless prior authorization has been given in writing.
72. We reserve the right to refuse contractors we deem unsuitable for the venue or its environs.
73. Any room dressings including but not limited to soft play areas, electronic dance floors, balloons, signage or other materials used to decorate the room must be removed before 10am the day following the event.

Bouncy Castles, Soft Play Areas and Mechanical Rides or Devices

Bouncy Castle

74. We DO NOT allow bouncy castles or similar type of equipment to installed on the club premises

Soft Play

75. You must have written confirmation for the use of a soft play area. The equipment hired must not be scattered around the venue and confined to the area agreed. Equipment must be collected and placed back to the set up area and removed from the club on completion of the function/event. The Client must ensure the equipment is supervised at ALL times by a responsible person over the age of 18. We do not supervise the function/event. We and our staff accept no liability for any damage, accidents or injuries that may occur whilst the equipment is in use.

Mechanical Rides or Devices

76. No mechanical rides or devices are allowed to be installed at the club.

Drones

77. The use of drones is strictly prohibited at the club.

Smoking and Vaping

78. Smoking and vaping are prohibited indoors.
79. The members shall ensure that the non-smoking rules are observed and only permit smoking in the designated areas.

Cancellation by the client

80. If a client cancels a function they must do so in writing. If we can re-let the facilities for a similar occasion, only the deposit will be held.
81. The following cancellation charges will be imposed at the club's discretion:
 - a. for cancellation made between booking and 12 weeks prior to the date the charge will be the deposit already paid.
 - b. for cancellation made between 12 weeks and 1 week prior to the date the charge will be 50% of the estimated total cost of the event.
 - c. for cancellation made less than 1 week prior to the date the charge will be 100% of the estimated total cost of the event less.

Cancellation by the club

82. In event that the club is forced to cancel due to event outside our reasonable control, (such "force majeure" including but not exclusive to war, fire, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water; order of Government or Local Authority having jurisdiction in the matter, changes in law, foreign government policy, act of God or serious damage to the venue) we shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you.
83. In these circumstances, we shall use every effort to notify you as soon as is reasonably practical.
84. If a booking must be cancelled the club will take reasonable steps to offer an alternative booking date.
85. The use of the club shall not be for any purpose other than that specified by the client. The club shall not be used for any illegal or immoral purposes, or any use that could breach any act, by-law or other regulation or jeopardise any insurance cover in respect of the club, or used in such a way that the club deems will be detrimental to the reputation or business, we reserve the right to cancel and shall not be liable.
86. If, as a result of such events, we believe we have no alternative but to cancel your booking, our sole liability to you shall be to refund you any money, not including the non-refundable deposit, which you have paid us

towards your event.

We would recommend that you purchase cancellation insurance in event of unforeseen circumstances