



HEVER
CASTLE
GOLF CLUB

**BOOKING FORM
PRINCES SUITE**

Please complete the following sections of this form and return it together with your deposit to:
Events Office, Hever Castle Golf Club Ltd, Hever, Kent TN8 7NP

CLIENT DETAILS

Name:.....

Address:.....

.....

Telephone Numbers:-

Daytime:..... Evening:.....

Mobile:.....

FUNCTION DETAILS

Date of Function.....

Time of Function.....

Type of Function.....

CATERING (please provide approximate numbers)

Numbers daytime:- Adults..... Children.....

Special Dietary Requirements
(i.e. vegetarians allergies).....

We have enclosed a deposit of £450.00 which we understand is non-refundable

Signed.....

Date.....

Hever Castle Golf Club Booking Terms and Conditions

1) Deposits

All of the following invoices will be calculated on the anticipated final revenue of the Room Hire, food and/or Conference Delegate Rates and any other costs confirmed at that time. All deposit invoices, excluding wedding functions which must settle immediately, must be settled no later than **Two weeks** before the date of the event. Hever Castle Golf Club Ltd reserves the right to cancel the booking if payment is not received by the due date. Should this occur cancellation charges will then apply.

i) **Weddings:** a non-refundable deposit invoice for £850 on confirmation of booking.

2) Final Invoices

Any outstanding amount should be settled on the day, or final day of the event, unless written permission is obtained prior to the event.

3) Cancellation

In the event of cancellation, howsoever caused, the following charges will be applied:

- a) Up to **90** days prior to arrival.....Nil* (*Weddings - £600 minimum)
- b) Between **89** and **40** days prior to arrival.....50%
- c) Between **39** and **20** days prior to arrival.....75%
- d) Less than **20** days prior to arrival.....100%

Cancellation charges will be calculated on the anticipated final revenue of the Room Hire, Food and/or Conference Delegate Rates plus any other costs incurred by Hever Castle Golf Club Ltd relating to the event confirmed at the time of cancellation. Every effort will be made to re-let all or part of the facilities, in which event cancellation charges will be refunded in part, or full, as appropriate.

4) Final Numbers

The final number of guests must be notified to Hever Castle Golf Club, in writing, at least **five** clear working days before the event. This will be the minimum final chargeable number should the group subsequently decrease in size.

5) Menu and Wine Requirements

Clients or their Agents should notify, to the Golf Club Office, the menu and wine requirements at least **14 days** prior to the event. There is not an A La Carte service available for group reservations, and it is therefore required that all guests take the same menu. Vegetarian or special dietary requirements will be catered for as necessary, provided adequate advance notice is given. Drinks may be obtained from the bar on a cash basis or by use of a credit facility, which must be arranged and confirmed in writing prior to the event, with full settlement made on the day.

6) Guest Property

Hever Castle Golf Club Ltd cannot accept any responsibility for loss or damage to guests property, however caused.

The Booking Terms and Conditions should be read carefully, signed and returned as final confirmation of your reservation. Until such time your booking will remain provisional and Hever Castle Golf Club Ltd reserve the right to cancel your booking without prior notice.

Please complete this form and return along with your booking deposit of £450 to the Hever Castle Golf Club Office, Hever, Kent TN8 7NP, as your acceptance and understanding of the above Terms and Conditions. Cheques should be made payable to Hever Castle Golf Club Ltd., or see below for credit card payments.

Name.....
 Address.....

 Signature.....
 Date

Credit card details (applicable for credit card payments only)

Cardholder Name

Card Number

Type of Card

Expiry date: ___/___/___ Switch Issue No. ___ Verification Numbers: _____

Signed Date:.....