



## Conference Room Hire Packages

All prices are inclusive of VAT and correct as of 1st April 2021. Our Terms and conditions are stated overleaf.

Package	Rate	Facilities and Refreshments
<b>FULL DAY ROOM HIRE</b> Hours 08:00 – 17:00	<b>£34.95</b>	Meeting room set to your specifications Projector or large screen TV Flipchart and full pad of paper Delegate stationary / Pencils / Sweets Complimentary parking and Wi-Fi access  <b>LUNCH</b> - a hot and cold buffet served with water and cordials. Water, Tea, Coffee & Biscuits. (3 servings)
<b>HALF DAY WITH LUNCH</b> Hours: 08:00 – 13:00 / 13:00 – 17:00	<b>£28.95</b>	All facilities as above.  <b>LUNCH</b> - a hot and cold buffet served with water and cordials. Water, Tea, Coffee & Biscuits. (2 servings)
<b>HALF DAY ONLY</b> NB: WITHOUT LUNCH  Hours: 08:00 – 12:00 / 13:00 – 17:00	<b>£23.00</b>	Meeting room set to your specifications Projector or large screen TV Flipchart and full pad of paper Delegate stationary / Pencils / Sweets Complimentary parking and Wi-Fi access  <b>BREAKFAST ROLLS (Bacon/Sausage/Egg/Vegetarian) or PASTRIES</b> Water, Tea, Coffee & Biscuits. (2 Servings)
Please be aware that minimum numbers apply to all bookings as follows: Amcrest Suite 15; Sands and Oak Rooms 8.		

Optional Extras	Standard Rate
Room Only Hire – AMCREST SUITE (for part of or all day)	£295.00
Room Only Hire – SANDS or OAK Rooms (for part of or all day)	£195.00
Projector & Screen or HDTV	£75.00
Additional Flipchart with Paper and Pens (max of 6 available)	£15.00
Bacon Roll / Danish Pastry / Selection of Cakes (per delegate)	£3.65
Tea/Coffee/Biscuit Serving	£2.95
Sandwiches and Crisps (per delegate)	£5.95
Fruit Platter / Fruit Bowl	£3.95pp / £7.95
9-Hole Round of Golf (on day of meeting; subject to tee reservation)	£15.00
<b>NB: Our Terms and Conditions prohibit the bringing of any food or beverages onto our premises. Please see the highlighted section 8.a. overleaf. Your cooperation is appreciated.</b>	

# Terms and Conditions - Bishopswood Golf Ltd



The following terms and conditions will apply to all bookings whether made directly with Bishopswood or via a third-party company.

- Bookings** are provisional until confirmed in writing by you and, where applicable, a specified security deposit has been paid; the booking will then be set up by Bishopswood and we will work with you to ensure we have the correct information for the event taking place. Provisional bookings will be held for 7 days after which the provisional booking may be released; Bishopswood will contact you where you have a provisional booking in place and another booking request is received for the same date.
- Payment.** The fee is the total of the meeting room and/or presentation equipment and/or additional services quoted at the time of booking. Unless otherwise stated, Bishopswood will raise an invoice which will be forwarded to you and must be paid no later than 30 days from the date of the invoice. Outside of this arrangement, the following alternatives will apply and will be confirmed in writing:
  - Full payment of the known costs must be received no later than 10 days before the date of the function.
  - Full payment of the known costs will be paid in full by credit card no later than 24 hours after the event date.
  - Any additional costs incurred by Bishopswood and not taken into account in the calculation of the total charge must be paid by you no later than 7 days after the date of the function.
- Day delegate rates are applicable if there are more than 8 (Oak/Sands Room) and 15 (Amcrest Suite) delegates; these are the minimum numbers of delegates chargeable. Room hire below these minimum numbers is at the discretion of the Bishopswood Events team.
- The final number of delegates attending the event must be confirmed to Bishopswood no later than 7 working days prior to the date; this is the number that will be used as the basis for your final account and will be subject to our cancellation policy. If the number of delegates reduces from the original booking, Bishopswood reserves the right to move the function into an alternative room.
- Hours of Use.** The hours of use are, in general, 8:00am until 5:00pm for a full day booking and 8:00am until 12noon or 1:00pm until 5:00pm for a half day booking. Access to the room outside of these hours may be possible on prior agreement with the Events Team at Bishopswood.
- Cancellations** or amendments - In the unfortunate event that you need to cancel or reduce your numbers, cancellation fees will be charged. Bishopswood will endeavour to re-sell the room and, if successful, any payments received for the space sold previously will be considered when calculating the cancellation fee.

All cancellations and amendments must be confirmed to us in writing.

If you wish to postpone the booking, giving more than 10 working days' notice, Bishopswood will hold any security deposit paid and offset this against your rescheduled booking. This would mean that you would avoid incurring a cancellation charge. The rescheduled booking would need to be within three months of the cancellation date and will be subject to availability. On cancellation and based on the period of notice that is given, the following conditions apply in respect of the total value of the confirmed booking:

	More than 30 working days	15 – 30 working days	2 – 14 working days	Less than 1 working day
ALL ROOM HIRE	0%	50%	75%	100%

- You are responsible for the allocated room(s) during the period of the booking; any damage to the rooms or their contents incurred as a result of the acts, omissions, or default on the part of you, your guests, your employees, sub-contractors or representatives or their guests may result in a charge to remedy such damage. You, as the client, your guests, employees, or third-party contractors will be liable for the cost of repairs carried out as a result of any damage caused to any property or equipment owned by Bishopswood.
- General Information:**
  - It is the strict company policy that no alcoholic liquor, non-alcoholic drink, or food may be brought onto the premises, unless otherwise agreed by the General Manager.**
  - No bolts, nails, screws, tacks, drawing pins or sellotape shall be fixed to any part of the premises, nor any banners or smaller articles be fixed either externally or internally without the consent of the General Manager.
  - No inflammable, dangerous or offensive articles, nor any animals (other than registered guide dogs) shall be brought onto the premises without consent of the General Manager.
  - Bishopswood accepts no liability for the loss or damage to any equipment or personal belongs brought onto the property by you, your guests, employees or associated third parties.

**Address:** Bishopswood Golf Ltd, Bishopswood Lane, Tadley, Hants, RG26 4AT

**Telephone:** 0118 940 8600 – **Website:** [www.bishopswoodgc.co.uk](http://www.bishopswoodgc.co.uk) – **Email:** [sales@bishopswoodgc.co.uk](mailto:sales@bishopswoodgc.co.uk)