

Room Hire Packages

Package	Cost Per Delegate	Description	Notes
Standard Day Delegate	£32.95	Includes: <ul style="list-style-type: none"> • Lunch • Refreshments (3 servings) • Projector/TV • Flipchart • Breakout room (Amcrest Suite Only) • Paper/pencils • WiFi 	Minimum booking for Amcrest Suite 15; for Sands Room 12; for Oak Room 8. Refreshments include tea, coffee & biscuits. Buffet lunch. All costs are inc VAT.
Standard Half Day Delegate	£26.95	Includes: <ul style="list-style-type: none"> • Lunch • Refreshments (2 servings) • Projector/TV • Flipchart • Breakout room (Amcrest Suite Only) • Paper/pencils • WiFi 	Minimum booking for Amcrest Suite 15; for Sands Room 12; for Oak Room 8. Refreshments include tea, coffee & biscuits. Buffet lunch. Morning session finish time 12.30pm, afternoon start time 1.30pm. All costs are inc VAT.
Morning Only	£20.95	Includes: <ul style="list-style-type: none"> • Bacon Rolls (Or Danish Pastries) • Refreshments (2 servings) • Projector/TV • Flipchart • Breakout room (Amcrest Suite Only) • Paper/pencils • WiFi 	Minimum booking for Amcrest Suite 15; for Sands Room 12; for Oak Room 8. Refreshments include tea, coffee & biscuits. Bacon Rolls served on arrival or with mid-morning break. Finish time 12.30pm. All costs are inc VAT.
Afternoon Only	£20.95	Includes: <ul style="list-style-type: none"> • Danish Pastries (Or, Bacon Rolls, Cake) • Refreshments (2 servings) • Projector/TV • Flipchart • Breakout room (Amcrest Suite Only) • Paper/pencils • WiFi 	Minimum booking for Amcrest Suite 15; for Sands Room 12; for Oak Room 8. Refreshments include tea, coffee & biscuits. Danish Pastries served on arrival or with mid-afternoon break. Start time 1.30pm. All costs are inc VAT.

Optional Extras	Cost (inc VAT)
Room Hire only for Amcrest Suite	£275.00 for part of or all day
Room Hire only for Sands Room and Oak Room	£195.00 for part of or all day
Bacon Roll	£3.50 per delegate
Danish Pastry	£2.95 per delegate
Screen & Projector or HDTV	£70.00
Flipchart with Paper and Pens	£15.00 each (max of 6)
Tea/Coffee/Biscuit Serving	£2.95 per serving per delegate
Sandwiches and Crisps	£4.95 per delegate
Round of 9-Hole Golf (on day of meeting; subject to tee reservation)	£12.50 per delegate

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

Telephone: 0118 940 8600 – **Website:** www.bishopswoodgc.co.uk – **Email:** sales@bishopswoodgc.co.uk

Terms and Conditions - Bishopswood Golf Ltd

The following terms and conditions will apply to all bookings whether made direct with Bishopswood or via a third party company. Please read them carefully before confirming your booking.

1. 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 a provisional booking is in place if another booking request is received for the same date.
2. **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:
 - a. Full payment of the known costs must be received no later than 10 days before the date of the function
 - b. Full payment of the known costs will be paid in full by credit card no later than 24 hours after the event date
 - c. 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
3. Day delegate rates are applicable if there are more than 8 (Oak Room), 12 (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.
4. 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.
5. **Hours of Use.** The hours of use are, in general, 8.30am until 5.00pm for a full day booking and 8.30am until 12noon or 1.30pm 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.
6. **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 taken into account when calculating the cancellation fee. All cancellations and amendments must be confirmed to us in writing.

If you are able 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:

Function Room:	>30 working days	15 – 30 working days	2 – 14 working days	<1 working day
Amcrest Suite	0%	50%	75%	100%
Sands Room	0%	50%	75%	100%
Oak Room	0%	50%	75%	100%

7. 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.
8. **General Information:**
 - a. 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.
 - b. No bolts, nails, screws, tacks, drawing pins or cellotape 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.
 - c. 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.
 - d. 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.