

# Receptions

**with a personal touch**



# A Warm Welcome.

Here at The Kendleshire we offer a sympathetic and personal service to help you plan a reception suitable to your requirements, the guests you invite and the loved one you are remembering.

From your first enquiry with either myself or one of my colleagues, together we will come up with a tailored combination of catering, refreshments and room decoration. Should you wish, for example, to display photographs, mementos or flowers in the room there are a number of ways we can suggest.

On arrival your party will be met with a warm welcome and directed to your chosen function suite. Tea and coffee will be available, and your chosen buffet served as required. Our buffets are always generous so should you find that unexpected numbers of guests arrive there will generally be some extra capacity.

Two of our function suites are more appropriate for receptions:-

## The Garden Room.

**ROOM HIRE: £150 (three hours). Additional hours £50 per hour.**

This is a bright and airy space on the ground floor, overlooking the 18th green with direct access to the patio area and garden beyond. It is suitable for up to about 60 people.

## The Badminton Suite.

**ROOM HIRE: £280 (three hours) Additional hours £100 per hour.**

Occupying most of the first floor, with floor-to-ceiling windows overlooking most of the golf course, the Badminton Suite is suitable for larger gatherings up to about 200 guests.

## Buffet Options.

### Yellow Buffet

Including a selection of freshly-made sandwiches on white and granary bread, baked sausage rolls, a selection of cakes and scones, and a serving of tea or coffee on arrival\*

**£9.95 per person  
(minimum 10 guests)**

### Hot Soup

Including Chef's Soup of the Day (or, if desired a particular flavour) with a selection of filled baguettes bowls of crisps, and a serving of tea or coffee on arrival\*

**£11.50 per person  
(minimum 20 guests)**

### Orange Buffet

Including a selection of freshly-made sandwiches on white and granary bread, baked sausage rolls, mini margherita pizzas, hot potato wedges, breaded mozzarella sticks, cream cheese & vegetable puff pastries, a selection of cakes and scones, and a serving of tea or coffee on arrival\*

**£12.95 per person  
(minimum 20 guests)**

\* additional pots of coffee/tea available at £10 per pot (serves approx 15 cups).

# BOOKING FORM.

<b>PAYEE'S FULL NAME</b>	
<b>TEL NO.</b>	
<b>EMAIL ADDRESS</b>	
<b>HOME/INVOICE ADDRESS</b>	
<b>POSTCODE</b>	

<b>OFFICE USE:</b>	
Enquiry taken by:	
Date of Deposit:	
Deposit Amount:	£
Deposit taken by:	
Date on IG:	
Balance to be paid by:	

<b>DATE OF ENQUIRY</b>		<b>ESTIMATED No OF PEOPLE</b>	
<b>DATE REQUIRED FOR FUNCTION</b>		<b>NAME OF CONTACT PERSON</b> <small>(if different)</small>	
<b>ROOM REQUIRED</b>		<b>NAME OF PERSON BEING CELEBRATED</b>	

<b>NOTES &amp; REQUIREMENTS</b>	
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"I agree to the Terms & Conditions listed on the reverse of this page"	<b>Signed:</b> _____	<b>Print Name:</b> _____	<b>Date:</b> _____
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# TERMS & CONDITIONS OF BOOKING.

The Kendleshire, hereinafter referred to as 'The Company', and the client, hereinafter referred to as 'The Customer', will honour the following terms:

## LIABILITY.

- The Company cannot accept responsibility for any loss of, or damage to any property belonging to or brought onto the premises, by anyone. It is recommended that you take out your own insurance against unforeseen circumstances happening to give you complete peace of mind.
- The Company cannot accept responsibility for events outside of its control.
- All items including clothing, presents, cameras, cakes, flowers, CDs and other personal effects must be removed at the end of an event unless you have prior consent.
- The Company cannot accept responsibility for any cakes brought onto the premises and arrangements concerning their cutting and division amongst guests.
- The Company accepts no liability for items left on the premises.
- The Customer shall be responsible for all persons who attend the event and for their behaviour at all times.
- The Customer shall be responsible for any damage caused to The Company's premises, furnishings or equipment therein, and shall pay to The Company, upon demand, the amount required to make good or remedy any such damage.
- The Company cannot accept any responsibility for injury caused to children or adults whilst visiting the premises, either inside or outside. Cars parked on or within the grounds of The Company's premises are parked entirely at their owners' risk. No liability is accepted by The Company for any loss or damage, howsoever caused to them.
- The Company shall not be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, Government restriction or Act of God that may cause the premises to be closed, or the event interrupted.
- The Company has the right at all times to refuse entry or remove any person who is behaving inappropriately.

## PRICES.

Whilst every attempt is made to hold the prices as shown in The Company's literature, there may be occasions to change these due to market fluctuations. These increases, where necessary, will be agreed between the parties prior to the function taking place.

All prices listed are applicable for functions from 1/1/19 until 31/12/19.

## CORKAGE.

The Company cannot allow food or drink, other than supplied, on the premises.

## DOOR STEWARDS.

Door stewards may be required for large functions at The Company's discretion.

## VAT.

All prices listed include VAT unless otherwise stated. VAT is levied at the applicable rate on the day your function takes place. Your bill will show a full breakdown.

## DEPOSITS.

The Company reserves the right to require a payment of deposit prior to any function, the amount of which shall be determined by The Company. Should The Customer fail to pay any such deposit as requested within 14 days The Company may treat the reservation as having been cancelled by The Customer. All deposits are non-refundable.

## PAYMENT SCHEDULE.

Funeral Teas & Receptions:

- A pre-arranged deposit is required to confirm your booking.
- Outstanding balances after the day of your function need to be settled within 7 days of the event.

Methods and Charges:

There are several ways of paying for your event at The Kendleshire:-

- Debit/credit card, cheque or cash: no charge.
- Bank Transfer/Online Banking, no charge.
- Our bank details are: Sort code 30-92-13 Acct 02269408
- Please give your surname/invoice number as reference.

Please advise us prior to the event if payment is likely to be delayed by probate. In this situation we would require the contact details for the appropriate person/executor for invoicing.

## RESTRICTIONS.

Please note: due to the position of the Clubhouse, proximity to the golf course and surrounding countryside the use of fireworks, "Chinese Lanterns" and other pyrotechnics is strictly not allowed. Also, party poppers and streamers are not allowed inside the clubhouse.

## CANCELLATIONS.

Any cancellation/postponement must be made in writing. The Company reserves the right to cancel any booking without liability on its part in the event of damage or destruction to The Company's premises by fire or other causes, any shortage of labour or food supplies, strikes, walk-outs or industrialised unrest, or any cause beyond the reasonable control of The Company.

\* excluding the initial deposit.

## THE GARDEN ROOM.

Please note:

Room hire of the Garden Room does not include sole use or exclusivity of the Golfers' Bar and Lounge. There may be golfers and other members of the public in the Golfers' Bar and/or Lounge area. Use of the Garden Room can involve use of this area, but not exclusively.

## NOTE.

The content and pricing in this brochure apply for bookings between 1st January 2019 and 31st December 2019. All information contained in this brochure was correct at the time of print (January 2019), however due to the nature of advance bookings it may be subject to change in rare circumstances. In any such event we will inform you as soon as possible and discuss with you suitable alternatives if required.



**The Kendleshire**

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