



SURREY DOWNS

Conference Brochure 2021



Surrey Downs Golf Club
Outwood Lane
Kingswood
KT20 6JS
Tel: 01737 839090
www.surreydownsgc.co.uk



Our Facilities

Surrey Downs Golf Club is located in the picturesque village of Kingswood. The contemporary clubhouse facilities are set in peaceful surroundings with fantastic views.

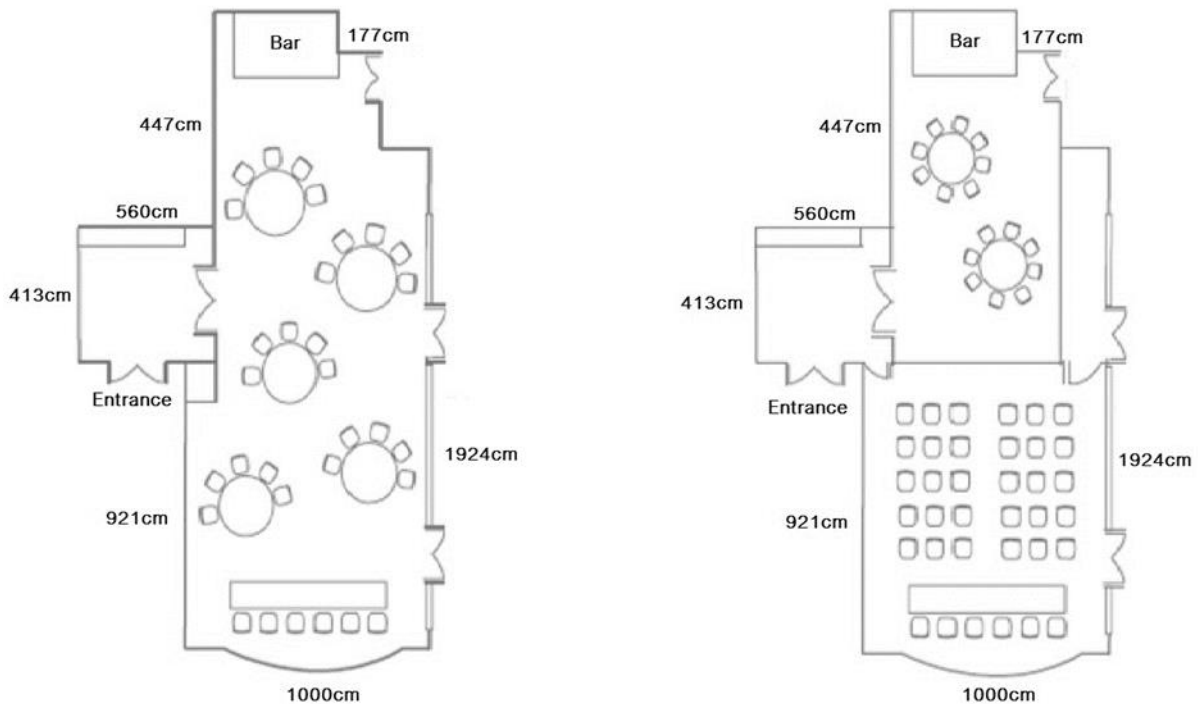
The clubhouse offers three separate conference rooms; The Willow Suite, The Rowan Suite and the Chestnut Suite, enabling us to accommodate between 6 and 150 delegates in a variety of table settings

	Theatre style	Boardroom	Classroom	Cabaret	Banquet	U-shape	Power points	Breakout facility	PA system	Wireless connection	Natural daylight
Willow Suite	140	50	54	80	120	40	32	No	Yes	Yes	Yes
Rowan Suite	30	24	20	n/a	n/a	n/a	12	Yes	No	Yes	Yes
Chestnut Suite	n/a	18	n/a	n/a	n/a	n/a	10	No	No	Yes	Yes

The Rowan and the Chestnut suite are located on the first floor of the clubhouse with no lift access

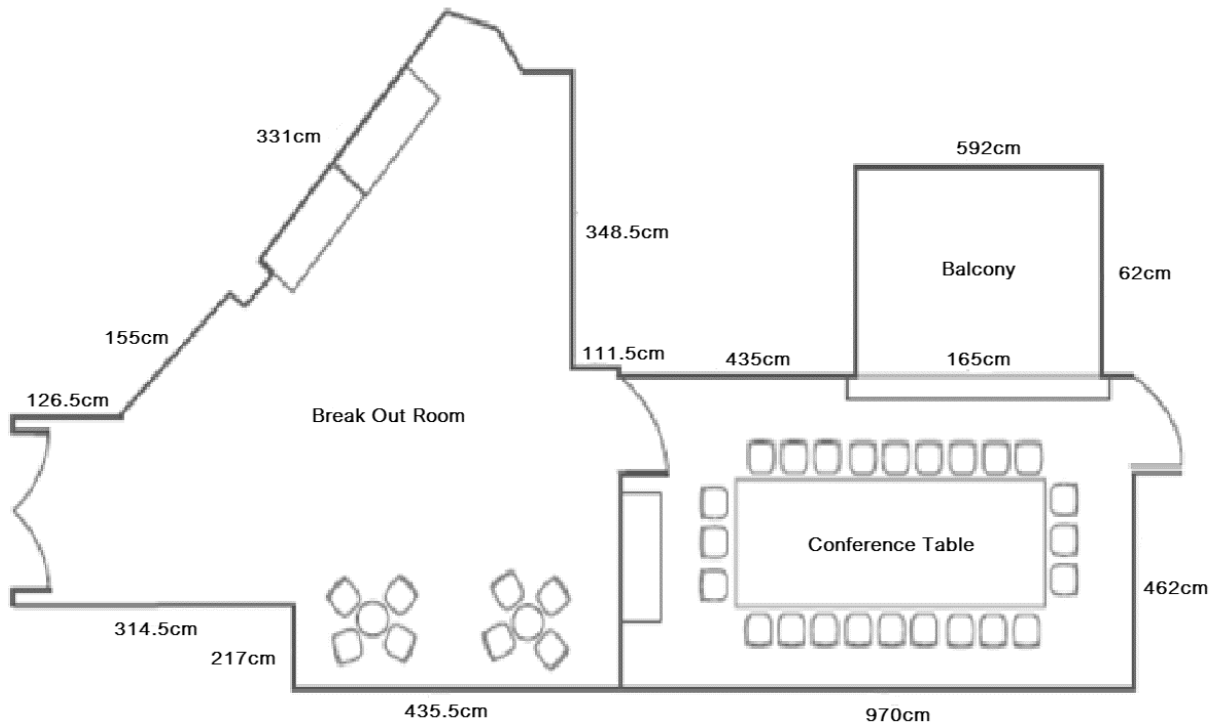
Willow Suite

The Willow suite offers a large, bright, air conditioned room with an abundance of natural daylight making it the perfect learning environment. It can be divided into two rooms. It also has its own fully stocked bar for more relaxed corporate and evening functions.



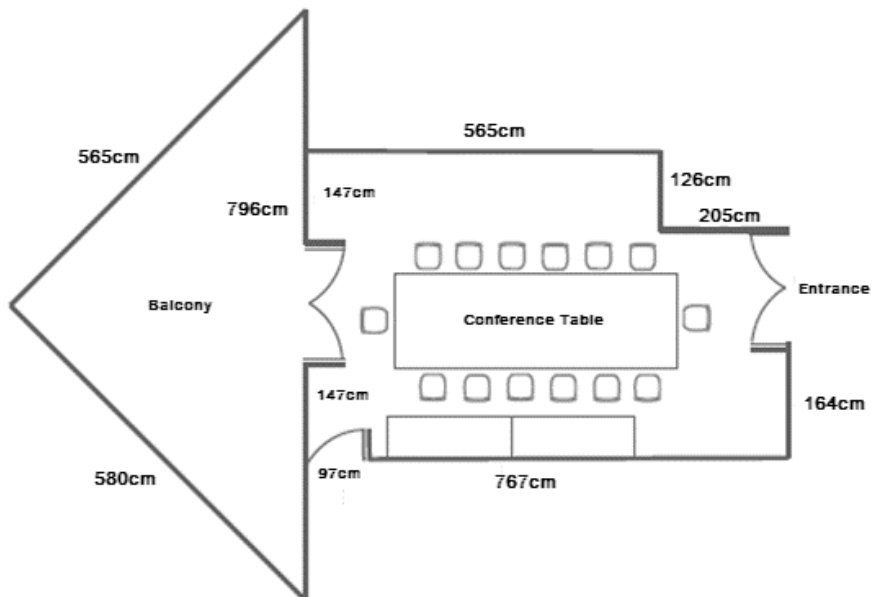
Rowan Suite

The Rowan suite is a flexible meeting space and its own private balcony. This room is hired in conjunction with an adjacent lounge making it ideal for training days requiring a break out facility



Chestnut Suite

The Chestnut Suite is the perfect intimate meeting space with fantastic views overlooking the golf course. The suite has internet access and can accommodate up to 18 delegates.



Bespoke Choices

Room Hire (Includes Wifi, use of projector screen, one flipchart, pens and paper)

Chestnut Suite	Full Day	£190.00	Half Day	£130.00
Rowan Suite	Full Day	£240.00	Half Day	£165.00
Willow Suite	Full Day	£440.00	Half Day	£290.00

Beverages (price per person)

Tea/Coffee	£2.00
Jugs of orange juice	£7.50
Sparkling water (1 litre)	£2.50
Still water (1 litre)	£2.50

Catering (price per person)

Bacon rolls	£3.50
Full English breakfast	£8.00
Biscuits	£0.90
Danish pastries	£2.70
Cake	£2.70
Bowl of fresh fruit (6-8 portions)	£20.00
Sandwich platter (1.5 rounds per person)	£7.50
Large bowl of chips	£3.50
Finger buffet	£13.00
Hot buffet	£15.00
Chef's choice of dessert	£3.00

Equipment

LCD projector and extension lead	£30.00
Additional flipchart	£5.00 each
PA system (Willow suite only)	£20.00
Portable microphone and use of 4 speakers and aux connection to connect your device	

All of these prices exclude VAT

Lunch Menus

If you would like to join us for lunch then please choose from one of the following options
Our Head Chef has designed the following menus for you and your delegates

Finger Buffet

Please select 6 items from the following for your finger buffet:

Selection of white and granary sandwiches
Vegetable samosas with mango chutney dip
Cajun spiced potato wedges with sour cream and chive dip
Butterflied breaded prawns with sweet chilli dip
Cod goujons with tartar sauce
Hoi sin duck spring rolls with plum sauce
Ham and cheese quesadillas
Vegetable spring rolls with sweet chilli sauce
Tomato and basil bruschetta
Spinach, goats cheese and red onion quiches
Salt n pepper squid
Chicken tikka skewers
Southern fried popcorn chicken

Hot Buffet

Option 1

Chefs chicken curry with fragrant basmati rice
Sweet potato and butternut squash thai style curry with fragrant rice
New potatoes
Panache of steamed vegetables

Option 2

Pan fried butterflied chicken supreme with mushroom and white wine sauce
Vegetable and cheese pie with mustard mash potato
New potatoes
Rice
Panache of steamed vegetables

Conference Booking Form

Please complete both sides of this form and return it with your deposit to:-
Surrey Downs Golf Club, Outwood Lane, Kingswood KT20 6JS
Please make cheques payable to 'Orida Corporation Ltd'

Company Name

Event Date

Contact Name

Address

.....

Postcode

Telephone

Mobile

Email address



Package required

.....

.....

Number of guests

Timings

Cost

Contact on the day

Conference Terms & Conditions

1. Deposit A non-refundable deposit of £200 is required at the time of booking.

2. Confirmation & Final Payment Full payment and final attendee numbers must be received at least 14 days in advance of all Events.

If final attendee numbers are not received 14 days in advance of the Event, the number quoted on the booking form will be deemed as the Final Attendee Number and a corresponding final invoice shall be raised and be payable in full by the Client.

Once the final payment has been made, increases in number of attendees will be accommodated if the Club is informed at least 7 days in advance of the event. Any decrease in numbers or changes to the Event that result in a reduction in final invoice value will be accommodated but no refund or credit shall be given.

Failure to pay the final invoice 14 days in advance of the Event, will result in the cancellation of your Event. The Client shall still remain liable for the full price of the invoice.

Payment after the event shall only be allowed with the written agreement of the management. In such instances, invoices must be paid in full within 14 days of date of Invoice.

3. Menu The menu must be confirmed 14 days in advance of the Event date.

4. Buffet Food In accordance with our food and hygiene policy our buffet food will not be displayed for more than 2 hours and will be cleared by our Front of House team. Any remaining food will be discarded. Any advice we may give regarding quantity of food is purely advice and it is the sole responsibility of the customer to order the correct amount of food for your event.

5. Corkage No self supplied food and/or drink is permitted on the premises without the explicit written consent of the Club. A surcharge will apply.

6. Damage The Client shall be liable for any damages caused to the Club or any of its furnishings, fixtures, walls, utensils or equipment by the wilful act or negligence of the Client or any of his/her guest or employee and shall 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.

7. Cancellation Charges Cancellation of bookings by the Client must be made to the Club in writing and charges outlined below will apply:

The deposit taken at the time of booking is non-refundable.

Cancellations 14 days or less before the Event: 100% of the deposit will be forfeited plus 100% of the invoice paid will be forfeited. (Please note that if Full Payment has not been made by 14 days before the Event, as per Clause 2 of this agreement, the Client still remains liable for the full price of the invoice)

The Client will have no claim against the Club for any losses incurred whilst planning, organising or cancelling the event. We strongly advise that the Client secure the correct insurance policy before planning their event.

The Client will have no claim against the Club or Management for any losses incurred whilst planning, organising or cancelling the event.

8. Cancellation by the Club The Club reserves the right to cancel any booking at any date before the Event for whatever reason. In this unlikely event the Club will repay in full all deposit and invoice payment made to it. The Client will have no claim against the Club or Management for any losses incurred as a result of this cancellation. If the Club is forced to cancel an event for reasons beyond its control, refunds will be considered in accordance with prevailing Consumer Rights law.

9. Prices All prices shown on the Function, Wedding and Banqueting Menus are correct at the time of printing. The Club reserves the right to alter the details and prices of the menus at any time in the event of unforeseen market circumstances.

10. Finishing Times Functions must finish at the time agreed. Extensions to the finish time will not be allowed unless agreed in writing prior to the event.

11. Equipment Storage The Club will try wherever possible to assist guests with storage of equipment etc. however shall accept no liability for any damage or loss.

12. Personal Property The Club shall not be liable for loss of or any damage to the property of the Client or any of his/her guests suffered or incurred whilst on the Club premises including personal belongings.

13. Car Park Vehicles are left in the Car Park at the owner's own risk.

14. Guest and Client Safety The Club, golf course and lakes are potential hazards. The Client and his/her guests are not allowed to enter the grounds of the Golf Course and children must be supervised at all times.

15. Minimum Numbers In the event the Event is accepted on the basis of a minimum number of attendees, the minimum number of attendees shall be charged in full even if final attendee numbers fall below this level.

16. Covid 19 Statement

COVID-19 has been declared as a worldwide pandemic by World Health Organization. The government and federal health organisation have implemented social distancing measures to prohibit the congregation of large groups of people. ORIDA Golf and Leisure have put in place preventative measures to reduce the spread of COVID- 19, however take no liability if the Client or his/her guests contract the virus. We advise all clients to ensure that they arrange adequate insurance cover prior to their event visit. If the Client's event is directly affected by COVID-19 please refer to our Clause 8 Cancellation by the Club.

17. Notice The Client shall provide accurate information, in a timely manner to the Club. Any messages the Club receive whether via phone or email, regardless of business hours, are not considered confirmed until you have received confirmation from our Events Team.

The Club collects personal information when you register with us, subscribe with us or book an event. This information is used to provide the services requested and if you agree, to send you marketing information. The Club will not share your information for marketing purposes with companies outside of ORIDA Corporation LTD. For more information explaining how we use your information please see our privacy policy.

Please tick this box to give permission for us to send further information about our products and services

I agree to the terms and conditions of this contract

Signature _____ Print Name _____ Date _____