

DOWTY

Sports & Social Ltd

2024

PRIVATE EVENT & PARTY BROCHURE

DOWN HATHERLEY LANE, DOWN HATHERLEY,
STAVERTON, GLOUCESTER, GL2 9QH

01452 712223

info@dowtyclub.co.uk



Dowty Sports and Social Ltd is situated within easy access to the M5 motorway and Gloucestershire Airport ideally placed for Gloucester, Cheltenham and Tewkesbury.

Set in 16 acres, we have facilities to accommodate small family gatherings through to large functions and outdoor activities.

We offer approximately 140 free hard standing parking spaces and an outdoor seating area. Inside we have two different rooms available for hire depending on party size. Please see our options below.

Main Hall

- Spacious room with beautiful views
- Air conditioning / heating
- Natural daylight
- Private
- Stage area with access to changing rooms
- Permanent dance floor
- Private access to bar facilities

Main Hall Hire charge

| | |
|-------------------------------|------|
| Daytime use Saturday & Sunday | £125 |
| Friday & Saturday evening | £175 |
| Sunday evening | £125 |

Lounge

- Air conditioning / heating
- Natural daylight
- Private
- Permanent dance floor
- Access to bar facilities

Lounge Hire charge

| | |
|-----------------------------------|------|
| Daytime use Saturday & Sunday | £100 |
| Monday-Wednesday evening | £75 |
| Friday, Saturday & Sunday evening | £100 |

Daytime hire is between 9:00am until 5pm, specific hire times to be arranged at the time of booking. Evening hire is between 5:30pm until 11:30pm. Our bar facilities are available until 11.00 pm. If you require an extension until midnight, please ensure this is arranged at the time of booking. An extension cannot be arranged on the day. Please note there is a charge for this service. Our bar facilities are still open to members when functions are taking place.

If you wish to hire our field for an outdoor event, please contact us to obtain a quote.

All our bookings require the named person to be a member of club. If not already a member you must take out hirer membership at £12.50 and tick this on the booking form.

We work alongside a fantastic local catering company who have full access to our facilities here and your menu can be tailor made to suit your requirements. Please ask to see an example of menus but you are also able to create a bespoke menu.



We also allow you to self-cater cold buffets but there is no access to any kitchen facilities and all tablecloths, plates, napkins and cutlery would need to be provided by yourself. For self-catering there is a charge of £25.00.

Please note that Dowty Sports & Social Ltd is not responsible for any self-catering preparation, dietary requirements or allergies, which have been arranged by the booker.

Access to the rooms outside of the hire times may be accommodated by prior request and there may be an additional charge for this. If decorating the room, no Sellotape or drawing pins are to be used. All decorations need to be removed at the end of the event unless previously agreed.

We reserve the right to request door supervisors for larger scale events. This would be an additional charge and required throughout the evening.

Maximum Room Capacities

| Room | Party | Banqueting | Cabaret |
|-----------|-------------------------|--|---|
| Layout | Room as standard layout |  |  |
| Main Hall | 150 | 100 | 80 |
| Lounge | 70 | 48 | 36 |

Optional Hire Items

| | |
|--|-------------------|
| Large round tables (suitable to sit 10) with white linen | £12.50 each table |
| Large round tables (suitable to sit 10) no linen | £6.50 each table |

DOWTY SPORTS AND SOCIAL LTD BOOKING FORM 2024

| | | | |
|---------------|--|----------------|--|
| Contact Name: | | Membership No. | |
| Tel No: | | Email: | |
| Address: | | | |
| | | Postcode: | |

| | | | |
|----------------------------------|--------------------------|-------------------------------------|--------------------------|
| Date Required: | | No of Guests: | |
| Type of Function: | | Venue Catering (tick if applicable) | <input type="checkbox"/> |
| Bar Extension (tick if required) | <input type="checkbox"/> | Own Catering (tick if applicable) | <input type="checkbox"/> |

BOOKING REQUIREMENTS (please tick/complete as necessary)

| | | | | | |
|--|--------|--|---------|-------------------------------------|---------|
| Main Hall <input type="checkbox"/> | £ | Lounge <input type="checkbox"/> | £ | Field <input type="checkbox"/> | £ (POA) |
| Catering surcharge <input type="checkbox"/> | £25.00 | Bar extension (12:00am) <input type="checkbox"/> | £50.00 | Membership <input type="checkbox"/> | £12.50 |
| Door Supervisors (if required) £38 per hour <input type="checkbox"/> | £ | Security deposit (to be refunded after the event if no damages) <input type="checkbox"/> | £100.00 | | |

| Description of item (eg Bucks Fizz, round tables etc) | No required | Price per item | Price to pay |
|---|-------------|----------------|--------------|
| | | £ | £ |
| | | £ | £ |
| | | £ | £ |
| Total Due | | | £ |
| 50% Deposit (to secure booking) | | | £ |

EVENT TIMINGS

| | | | |
|---------------------|--|----------------------|--|
| Set-up time: | | Arrival of guests: | |
| Food service time: | | Departure of guests: | |
| Other Requirements: | | | |
| | | | |
| Signed: | | Date: | |

By signing this form, you are agreeing to our terms and conditions as attached. No booking is definite until a completed booking form is returned along with a 50% deposit.

Booking Terms and Conditions

Definitions

- 'The booking' means the reservation by the customer of meeting rooms, sporting and other facilities for certain dates.
- 'The booking form' means the standard form of Dowty Sports & Social Ltd, setting out the details of the booking.
- 'The customer' means the member, person, or company by whom the booking is being made.
- 'The contract' means the agreement between Dowty Sports & Social Ltd and the customer for the hire of meeting rooms, sporting and other facilities as set out in the booking form and incorporating these terms and conditions.
- 'The function / The event' means the event to be held by the customer at Dowty Sports & Social Ltd premises in accordance with the booking.

Bookings

- Upon receipt of an enquiry, Dowty Sports & Social Ltd shall make a provisional booking of the facilities as requested and shall send the booking form, detailing the agreed price for the venue and the relevant deposits required, to the customer for signature and confirmation of requirements. The return of the booking form shall bind the customer to these terms and conditions.
- All bookings must be made by a current club member. Membership forms are available upon request for non-members to join. All memberships run from January to December. There is no pro-rotta for joining at different times through the year.
- The booking shall remain provisional until the return by the customer of the signed booking form or contract and the clearance of any deposit requested. If the signed booking form and any deposit requested are not returned to Dowty Sports & Social Ltd within fourteen days of issue, the provisional booking will lapse and Dowty Sports & Social Ltd reserve the right to re-book the facilities with another party.

Payment

- Dowty Sports & Social Ltd reserves the right to require a deposit of 50% of the total cost of all facilities requested by the customer. The deposit paid is non-refundable and non-transferable.
- Dowty Sports & Social Ltd requires a security deposit of £100 which will be refunded within seven days of the event as long as there are no damages to the Club over and above that normally expected, does not apply to corporate customers.
- This security deposit will not be refunded in the event of damages being incurred and any damages incurred over and above the security deposit will be detailed and invoiced to the customer within 14 days of the event.
- Payment of the remaining amounts owing to Dowty Sports & Social Ltd shall be made by the customer with payment to have cleared within one calendar month of the event (up to and including day of the event).
- Payment should be made by cash, or BACS.
- Bank transfers – Sort Code 30-95-72, Account No 00016335, Lloyds Bank.

Postponement or Amendment by the Client

- Up to one month prior to the commencement of the event the customer may alter the date of the event on one occasion. Booking will take place within 3 months of the date on which Dowty Sports & Social Ltd agrees to the alteration.

Cancellation by the Client

- In the unfortunate event that the customer needs to cancel the booking, the customer shall be required to forfeit any deposit already paid and to make further payments as required.

- If any discount had been given to the client, this will be withdrawn if cancellation occurs and the full hire cost will be used to calculate the costs payable.

| Cancellation Occurs | Percentage of total cost |
|--|---------------------------------|
| - 1 – 3 months prior to the event | 50% |
| - 2 – 4 weeks prior to the event | 90% |
| - Less than 2 weeks prior to the event | 100% |

If we close due to Covid government guidelines, the cancellation fee will be waived.

Arrival/Departure

- The venue will be available during the periods specified in the booking form. Any extension shall incur additional charges.
- If the bar facilities are required after 11:00pm then an additional charge of £50.00 is payable. This must be arranged in advance.
- The facilities shall be left by the customer in the condition it was found. If the customer requires cleaning to be carried out after the event by Dowty Sports & Social Ltd, additional charges will be made for this service.

Prices

- Dowty Sports & Social Ltd reserves the right to review the annual prices from time to time and to alter prices without notice.

General

- Dowty Sports & Social Ltd shall not be liable for failure to provide or delay in providing meeting rooms, sporting or other facilities as a result of events outside its control.
- The customer shall be responsible for any loss or damage sustained by Dowty Sports & Social Ltd as a result of the acts, omissions or negligence of the customer, its delegates or guests at the event and shall be liable for the cost of replacement or repair as appropriate.
- No outside/own catering or alcohol will be allowed onsite, unless previously confirmed by management. We can offer catering to suit all needs.
- Booked buffets - the law allows food to be left at room temperature for limited periods during service or when on display. The temperature of chilled foods can exceed 8 C for up to four hours. We are happy for clients to take food away with them but they must understand that we do not accept responsibility for food once it has left our care.
- Any alteration to the layout of rooms or facilities must be agreed with Dowty Sports & Social Ltd prior to the event. Any changes agreed are to be carried out by the customer. The rooms/grounds must be returned to their original state at the end of the event. Failure to do so will result in charges being applied.
- With the exception of assistance dogs, no animals may be brought into the club.
- Dowty Sports & Social Ltd cannot accept responsibility for lost property. The carriage for the return of lost property will be covered by the customer.
- Where room hire includes the provision of bar facilities to provide alcohol, the hirer must be a member of Dowty Sports and Social Society.
- Parking is provided free of charge to all our hirers. We ask that all users observe the parking directions and signs. Parking whilst loading and unloading is permitted; we then would ask you use the car park for the rest of your stay. The hirer is not permitted to charge its guests/visitors for use of the parking facilities.
- Field users are asked to clear all rubbish from the used areas. Field users with numbers over 100 may be required to provide a skip for rubbish removal.

**These terms and conditions will activate on the receipt of a confirmed booking.
Dowty Sports and Social Ltd**