

# ***Corporate & Conference Package 2022***

## ***DOWTY***

***Sports & Social Ltd***

***Down Hatherley Lane, Down Hatherley  
Staverton, Gloucester GL2 9QH***

***01452 712223***

***Email: [admin@dowtyclub.co.uk](mailto:admin@dowtyclub.co.uk)***



Dowty Sports and Social Ltd is situated within easy access to the M5 motorway and Gloucestershire Airport. Set in 16 acres, we have facilities to accommodate both small meetings through to large conferences.

We offer approximately 140 free hard standing parking spaces and outdoor seating area.

Vending machine, providing cold drinks and snacks, and our cosy corner offers microwave facilities.

### **Main Hall – Daytime use from £110**

- Spacious room with beautiful views
- Air conditioning / heating
- Natural daylight
- Integrated projector, screen and speakers
- Private
- Disabled access
- Tea and coffee options available (see costs below)

### **Lounge – Daytime use from £95**

- Air conditioning / heating
- Natural daylight
- Integrated projector, screen and speakers
- Private
- Disabled access
- Tea and coffee options available (see costs below)

### **Dowty Room – Daytime use from £95**





- Self-contained classroom
- Integrated projector, screen and speakers
- Private
- Tea and coffee facilities included

### **Community Room – Daytime use from £95**

- Self-contained classroom
- Integrated projector, screen and speakers
- Private
- Disabled access
- Tea and coffee facilities included

## Room Set Up Guide

Below is the guide to our maximum layouts for each room. We are happy to discuss the layout with you to optimise space. Hire of round tables will be required to achieve some of the maximum numbers. These numbers are approximate.

Room	Theatre	Banqueting	Cabaret	U Shaped
				
<b>Main Hall</b>	120	90	72	50
<b>Lounge</b>	60	48	36	30
<b>Dowty Room</b>	45	40	30	n/a
<b>Community Room</b>	45	40	30	n/a

## Timings on the Day

Please note that rooms are available to attendees from 9am until 4:30pm. You will have access to the room for set-up and preparation from 8:15am. The room will need to be vacated for 5pm on the day of your hire (unless expressly agreed in advance).

## Corporate Lunchtime Menu

Our fantastic caterers, D&L Essence, can provide a range of menu options for you with competitive prices. ***Please ask to see our Corporate Menus.***

Options include cold buffet, hot or cold fork menus and desserts.

All menus include your menu prepared fresh on the day, high quality disposables and buffet table with linen cloth.

Please ask if dietary requirements are needed.

## Hire & Amenity Items

Flipchart paper and pens	£12.00*
Large round tables + tablecloth (suitable to sit 10) – Main Hall only	£10.00*

## Refreshments *(Self-service)*

## Price per Head

Tea, coffee, hot chocolate, squash & biscuits <i>(for Main Hall and Lounge users)</i>	£2.50*
Morning Danish pastries	£2.00*
Afternoon cake	£2.00*

*\*All prices above are per head and excluding vat*

**DOWTY SPORTS AND SOCIAL LTD BOOKING FORM**

<b>Company Name:</b>		<b>Contact Name:</b>	
<b>Telephone Number:</b>		<b>Email Address:</b>	
<b>Address + postcode:</b>			
<b>Billing Address + postcode:</b> (if different)			
<b>Dates required plus start and finish times:</b>		<b>Approximate number of delegates attending</b>	<input type="text"/>
<b>Name of training/course/event:</b>			

**Please indicate which room you require (9.00am to 4.30pm)**

<input type="checkbox"/>	Main Hall	<input type="checkbox"/>	Lounge	<input type="checkbox"/>	Community Room	<input type="checkbox"/>	Dowty Room
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**Please indicate room layout (excludes set-up charge)**

**If you are setting-up your own room please tick the box and ensure the room is put back as found**   
**If the room is not returned to original layout on departure a charge of 50% of the set-up cost will be incurred**

	Theatre	Cabaret	Banqueting	U-shaped	Large round tables + tablecloths (£10.00 + VAT per table)	Additional set-up requirements
Main Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lounge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dowty/Community Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A		

Main Hall	Chairs only set-up - £20	Tables and chairs set-up - £30
Lounge, Dowty & Community Room	Chairs only set-up - £10	Tables and chairs set-up - £15

<b>Projector</b>	<input type="checkbox"/>	<b>Flipchart</b>	<input type="checkbox"/>	<b>Flipchart Paper/pens (£12 + VAT)</b>	<input type="checkbox"/>
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**Please indicate numbers for catering and any dietary requirements**

Tea, Coffee, Biscuits & Squash	Afternoon Cake	Danish Pastries	Vegetarian	Vegan	Gluten/Wheat free	Dairy free
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Corporate Menu Choice</b>		<b>No Food Required</b>	
<b>I have read and agree with DSS Terms and Conditions</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>

## **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.
- 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.
- 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 BACS – 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 event that the customer needs to cancel the booking, the customer shall be required to forfeit any deposit already paid.

### **Cancellation Occurs**

### **Percentage of total cost**

- |  |      |
|--|------|
| - 2 – 4 weeks prior to the event       | 50%  |
| - 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 – 9.00am-4.30pm**

- The booking will be available during the periods specified in the booking form. Any extension shall incur additional charges.
- Corporate set-up out of normal working hours will incur an additional charge.

### **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 8C 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.
- 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.
- Dowty Sports & Social Ltd are not responsible for any IT set up or assistance. We advise that trainers/speakers visit prior to their meeting/conference to view the facilities.
- Field users are asked to clear all rubbish from the used areas. Field users with numbers over 100 will 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.**