

Event & Party Brochure

DOWTY

Sports & Social Ltd

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

01452 712223

Email: info@dowtyclub.co.uk



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

Hire charge

Daytime use	£100
Friday & Saturday evening	£150
Sunday (daytime/evening)	£100

Lounge

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

Hire charge

Daytime use Saturday & Sunday	£50
Monday-Wednesday evening	£50
Friday, Saturday & Sunday evening	£75

Our bar facilities are available until 11.00 pm. If you require an extension 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.

All our bookings require the named person to be a member of club. If not already a member we can send a membership form to you.

We have a nominated catering company called Catercater who have full access to our facilities here and your menu can be tailor made to suit your requirements.

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 £36.00.

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 before the event is available in accordance with our normal opening hours. If decorating 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 would be present throughout the evening.

Club Opening Times



The office is open from 9.00am to 4.30pm Monday to Friday.

The bar opening times:

Monday – Wednesday:	6:30pm – close
Thursday:	Closed
Friday:	6:30pm – close
Saturday:	As required for booking
Sunday:	As required for booking

Please note there may be some seasonal variations to the above times.

Maximum Room Capacities

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

Hire Items

Large round tables (suitable to sit 10) with white linen	£10.50
Large round tables (suitable to sit 10) no linen	£6.50

All our catering is supplied through Catercater and arranged directly with them.
All food is served on high quality disposables with disposable napkins

Catercater
01452 527888

www.catercater.co.uk

Dowty Sports and Social Ltd Booking Form

Contact Name:		Membership No:	
Telephone No:		Email Address:	
Address:			
		Post Code:	

Date Required			No of Guests					
Type of Function								
Bar Extension		Yes/No	Catering Required	Caterer / Own				
Booking Requirements								
Main Hall	<input type="checkbox"/>	£	Lounge	<input type="checkbox"/>	£	Field	<input type="checkbox"/>	£
Catering Surcharge	<input type="checkbox"/>	£ 36.00	Bar Extension (12.00am)	<input type="checkbox"/>	£ 50.00	Door Persons £29 per hour if required	<input type="checkbox"/>	
Membership (if required)	<input type="checkbox"/>	£22.00	Membership number (if existing member)					

Description of Item (eg Bucks Fizz, Round Table etc)	No Required	Price per Item	Price to Pay
		£	£

Security deposit (payable 1 month before event)	£ 150.00	50% Deposit (to secure booking)	£
<input type="checkbox"/> Please tick if you are happy for us to shred your security deposit cheque rather than return it to you.			

Timings			
Set Up Time: <small>(must be within normal opening times)</small>		Arrival of Guests:	
Food Service Time:		Departure of Guests:	
Other Requirements:			

Signed:		Date:	
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By signing the form you are agreeing to our terms and conditions attached.
No booking is definite until a completed booking form is returned along with a 50% deposit.

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Sports & Social Ltd

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-rotas 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 £150 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, cheque or BACS (cheques made payable to Dowty Sports & Social Ltd) 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 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 – January 2021**