

**\* BIRTHDAYS \* WEDDINGS \* CELEBRATIONS \***  
**\* ANNIVERSARIES \* CONFERENCES \***  
**\* LUNCHESES \* DINNERS \***



**Thank you for your interest in booking an event with us at the Dorking Golf Club**

*The Main Lounge, Marlborough Suite and Patio are available for private bookings to enjoy our Function Menus or a special event*

### **BOOKING YOUR EVENT**

Please contact the Club to check the availability; we will provisionally reserve the date for 10 days. The room hire charge is £175 for exclusive use of the Club Lounge from 7pm until midnight. A deposit of the room hire charge along with your liability form is required to secure you're booking.

### **MENU**

We offer a broad range of menu options; however, if you are looking for something different we are very flexible with catering and are happy to come up with a menu that suits you.

A variety of reception drinks are available including Champagne, Bucks Fizz, Pimms and Wine along with canapés.

### **MUSIC – Dj's & Bands**

We are able to hire out a Dj for you at an approximate cost of £175 - £250 depending on your requirements for lighting, effects, themed events and karaoke.

The Club allows you to organise your own Band and Dj, please provide their contact details along with the booking form so we can liaise directly with them.

### **DECORATING**

The room will be set with a range of tables and chairs along with fresh flowers and table covers. You are welcome to add banners, balloons etc. if you wish.

Formal table linen and a dance floor are available at an additional charge, which add a special touch to your party atmosphere.

### **NUMBERS**

	Formal Dining	Parties
Main lounge	Max 64	80 - 100
Marlborough Suite	Max 20	30

If you require any further information, please don't hesitate to get in touch with us at the club either by telephone on 01306 886917 or by e-mail [allan@dorkinggolfclub.co.uk](mailto:allan@dorkinggolfclub.co.uk).

We hope to hear from you soon.

Kind Regards

*Allan Smeal*

### **Allan Smeal**

Dorking Golf Club, Deepdene Avenue, Dorking, Surrey, RH5 4BX. Tel: 01306 886917  
Email: [info@dorkinggolfclub.co.uk](mailto:info@dorkinggolfclub.co.uk) Web: [dorkinggolfclub.co.uk](http://dorkinggolfclub.co.uk)



# EVENT CONFIRMATION 2012 – Return to Dorking Golf Club to confirm your booking

Dorking Golf Club, Deepdene Avenue, Dorking, Surrey, RH5 4BX

BOOKING NAME: ..... EVENT : .....

(For 18<sup>th</sup> & 21<sup>st</sup> Parties, please see details below)

HOME ADDRESS: ..... POSTCODE: .....

EMAIL: .....

DATE: .....

TEL NO: .....

NUMBERS (Max 80-100).....

EVENT TIMES: .....

DEPOSIT: .....

MUSIC (please give details below)

Name .....

Phone No .....

Cost £.....(DGC Booking)

COST £175 FOR EXCLUSIVE USE FROM 7PM – MIDNIGHT  
A BAR EXTENSION IS AVAILABLE AT A COST OF £25 PER ½ HOUR  
*All room hire fees are inclusive of a Friends and Family  
Dorking Golf Club Social Membership*  
**DEPOSIT REFUND POLICY** The deposit is refundable up to three months  
prior to the party, after this date it is not refundable

## CATERING REQUIREMENTS

Please find attached Dorking Golf Clubs Formal dining and Buffet options, to allow you to decide on your personalised catering requirements. *The Club policy in conjunction with food hygiene requires all food to be produced on site in our Kitchen, guests are NOT permitted to provide their own food.*

Clients are welcome to decorate but are requested not to use **party poppers or table confetti.**

BUFFET SELECTION.....

BAR & MUSIC TIMES A BAR EXTENSION IS AVAILABLE AT A COST OF £25 PER ½ HOUR

The event has been booked with the following timings:-

- The Club Lounge is available from 5 to enable the DJ to set up and the room to be decorated
- The Bar will be open from 7pm, last orders will be called at 10.45 and drinking up time by 11:15
- Guests are not allowed to bring their own alcohol under any circumstances.
- The DJ is permitted to play until 11.45am, guests will be required to vacate the premises by 12:00AM

## 18<sup>TH</sup> AND 21<sup>ST</sup> PARTIES

NAME & TEL NO OF PARENT/GUARDIAN.....

ALL 18<sup>TH</sup> AND 21<sup>ST</sup> PARTY BOOKINGS MUST HAVE A MEMBER OF DOOR STAFF. THIS IS PROVIDED BY DGC ONLY AT A COST OF £100 WHICH MUST BE PAID WITH THE DEPOSIT IN ORDER TO CONFIRM THE EVENT.

A £500 DEPOSIT IS REQUIRED IN THE EVENT OF ANY DAMAGES.

Dorking Golf Club internal use only – Details confirmed on..... / by.....

Arrival Time .....

Confirmed Numbers.....

Room Decoration .....

Room Layout.....

Colours – Flowers, Napkins, Table Covers.....

Bar Tab / Reception Drinks.....

Food Time.....

18<sup>th</sup> & 21<sup>st</sup> Parties – Guests List / Deposit – Security - £500(Damages) to be collected before the party - £..... Received by.....