

## LAKE ROOM / GARDEN ROOM HIRE

### **LAKE ROOM**

Members - ½ day £300, evenings £300, full day £600

Non-members - ½ day £600, evenings £600, full day £1,200

110 Standing

### **GARDEN ROOM**

Members - ½ day £150, evenings £150, full day £300

Non-members - ½ day £300, evenings £300, full day £600

75 Standing

PLEASE SEE FULL TERMS AND CONDITIONS ON OUR BROCHURE.

Please see details below to help with any queries you may have.

- The deposit is 20% for room hire, this secures the room booking. This fee is non-refundable.
- Once you have finished with your event, please let a member of staff know you are leaving.
- Room hire does not include staff – the cost of extra staff for setting up tables or glasses or packing away and cleaning up for you after your event, is £15 per hour per staff, otherwise the room must be set up by yourselves and left clean (including emptying your bins and leaving the floor swept) by those hiring the space.
- Rooms must be left clean by those hiring the space, we do not do the clear down (unless hired), if needed you can, hire staff to clean. Otherwise, dustpan & brush, binbags, cloths and a bottle of spray will be left in the room. Please use the bin store located in the turning circle in the car park for all rubbish.
- Our Late licence permits you to stay an extra hour therefore closing at 11.30pm instead of 10.30pm. And out of the building by midnight. This is an additional £100 which does not include the extra staff to help clear down at the end. If your events is from 80 upwards please be mindful (more people may take longer to usher out) that you still have to be out by midnight.
- Where full hire charge is paid, you may bring in your own drinks and glasses, no corkage will be charged, if required glasses and chilling facilities then corkage is charged at £10 per bottle. All bottles and glasses to be removed after the event/Corkage is accepted only in Garden room and or the Lake room. If you are providing you own glassware and or alcohol you must throw/take away the empty bottles at the end of the night.
- If buying the alcohol from our bar we will provide the glasses and will clear away the bottles.
- If using outside caterers, they must provide their own crockery, cutlery glasses and linen.
- If using TWC Catering here, the club will provide everything, we must have food choices one week before your event.
- Half day room hire is up to 7 hours.
- A payment of £150 per hour for more time.
- Full payment for the room hire is due 28 days prior to event where possible.

- Bands and DJ's can play music, until 10:30am on weekdays, 11:30pm on weekends.
- If members are letting family use the discount, they must be an immediate family member and present at the event. Booking can only be made by the member to get the discount. This must be in their name and payment must be from them, the member.
- If you are a non-member when you make the booking, even if you become a member, the original room hire price still stands.
- Our catering includes, finger foods and sandwiches, we can provide a 3-course meal please ask for details.
- Teas and coffees are £1.50 per cup and an urn is used.
- Price of projector / TV / Sound system £30 each for more details please ask.
- Please note this is a sports club and our members are playing sports, please be mindful of noise and please observe reasonable noise levels. Children should be always supervised.
- Parking is available on a first come first serve basis.
- Parking between the months of June -August will be limited due to the Wimbledon Tennis Championships.

**PN: Receiving this with your events request email, you are confirming and adhering to regulations mentioned above.**