



WEST KENT

GOLF CLUB

Celebrating THE LIFE OF

**West Kent Golf Club est in 1916.
The perfect venue for a celebration of life set in the beautiful
Valleys of Downe.**

We understand that this can be a very difficult & overwhelming time & here at West Kent we have created a simple package to make the process of booking a venue & catering that little bit easier.

*You will have full private use of our dining room with stunning views out onto the terrace & golf course,
Our dedicated team will also be on hand to meet all your needs & requirements throughout the booking process & on the day whilst understanding that this can be a very sensitive time for yourself, friends & relations.*

West Kent Golf Club, Milking Lane, Downe, Kent, BR6 7LD 01689 851323

Email - office.admin@wkgc.co.uk



WEST KENT

GOLF CLUB

FINGER BUFFET

SANDWICHES

Honey roast ham & mustard
Tuna & cucumber
Egg mayonnaise
Smoked salmon
Prawns
Cheese & pickle

MAIN DISHES

Vegetable samosas
Vegetable spring rolls
Sausage rolls
Quiche
Tempura prawns
Chicken goujons
Breaded chicken wings
Breaded mushrooms
Cocktail sausages with honey & mustard
Fish goujons
Selection of Danish pastries
Fresh fruit platter

Please choose your choice of
£13.45 | 3 sandwiches | 3 main
£16.45 | 5 sandwiches | 6 main
£19.45 | 6 sandwiches | 9 main

EXTRAS

Tea & coffee station
£2.75
Selection of cakes
£3.50



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WELCOME DRINKS

House Red - £24.95
House White - £24.95
No Minimum Spend Bar Tab
Full Wine Menu Available Upon Request

ADDITIONAL INFO

Full use of our Dining Room (capacity 150)
Free Wifi
On Site Parking
Full Disabled Access & Facilities

AVAILABLE UPON REQUEST

Sound System (Bluetooth & USB)
Memory Table (for you to add your personal touches)
TV Screen (Memory slide show - USB)



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CELEBRATION OF LIFE ENQUIRY FORM

CONTACTS - FULL NAME	
TELEPHONE	
EMAIL	
ADDRESS	
DATE	
NUMBER OF GUESTS	
FUNERAL VENUE & TIME	
ESTIMATED ARRIVAL AT WEST KENT	
ANY ADDITIONAL INFORMATION	

FACILITY	AMOUNT	DEPOSIT
Dining Room	£250 (INC VAT) Exclusive use of Dining hall for 3 hours	£100 Required upon booking confirmation



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GENERAL INFORMATION

Function Hall	The function hall seats up to 130 for a sit down meal and 150 for a buffet
Bar	The bar will be closed at midnight and guests will need to vacate the building by 1am
Taxis	We advise to have taxis booked in advance Cannon Cars - 020 8777 8888 Westerham Cars - <u>01959 562091</u>

- Full payment will be due 7 days before your event, any subsequent reduction in numbers after this time will be at the discretion of West Kent Golf Club

- All guests are expected to abide by the club's rules & policies

Deposit of **£100** Non Refundable

Please call **01689 851 323** to pay by DEBIT/CREDIT CARD

Bank Transfers: payable to **West Kent Golf Club**
SORT CODE **60-02-48** ACCOUNT NUMBER **70624437**

Booking Name as reference: _____
All bookings remain provisional until a deposit has been paid.

As organiser I confirm and adhere to rules of club and accept responsibility for all guests, anyone who is not adhering to rules could be turned away by members of staff

Organiser Signature: _____

Date: _____



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TERMS & CONDITIONS

These terms and conditions are binding upon any person, club or organisation hiring the facilities at West Kent Golf Club.

- 1.The person signing the confirmation form shall be deemed the hirer. No transfer shall be allowed.
- 2.A non-refundable deposit of YOUR FUNCTION SUITE HIRE must be submitted with a signed copy of the confirmation form. West Kent Golf Club will not confirm the booking unless a deposit has been paid.
- 3.Full payment of the booking/food cost must be paid 7 days prior to the event.
- 4.The precise number of persons attending a function will be at the discretion of the function manager following discussion with the hirer. The hirer shall then be responsible for ensuring that these limitations are observed and that all terms and conditions of West Kent Golf Club are obeyed.
- 5.West Kent Golf Club will supply the provision of ALL food and refreshment.
- 6.Please note that for your own safety and to comply with health and safety legislation all food will be disposed of at the end of the function and we are not permitted to allow you to take any uneaten food home.
- 7.West Kent Golf Club will not be liable for any loss or damage sustained to any article left on the premises however caused.
- 8.West Kent Golf Club may only be used for the purpose specified on the confirmation of booking.
- 9.The hirer shall be liable on demand for any damage to the premises or the fixtures, fittings, furniture and any articles belonging to West Kent Golf Club, this includes linen. West Kent Golf Club whose decision shall be final shall assess the cost of such damage. The hirer shall ensure that there is no interference whatsoever within and during the period of hire with the fire extinguishers except in the case of emergency.
- 10.The hirer shall not allow any disorderly, dangerous, improper or illegal conduct during the function. The manager may order the immediate, total or partial clearance of the premises if such action is necessary.
- 11.All vehicles and property left in the car park will be entirely at the owner's risk and West Kent Golf Club will not accept responsibility for any loss or damage caused.
- 12.In the event of a refusal to comply with these conditions or any reasonable instructions by West Kent Golf Club, the hirer and any persons attending functions may be excluded from the premises.The hirer will however remain liable in respect of all charges.

West Kent Golf Club reserves the right to amend or vary these conditions and prices quoted or impose additional condition changes.

CONFIRMATION OF BOOKING

I have read, understand and agree the terms and conditions of:- West Kent Golf Club

Signature: _____

Date: _____

Managers Signature: _____