



Singing Hills Golf Course Ltd  
Muddleswood Road, Albourne, West Sussex, BN6 9EB  
Tel: 01273 835353  
Email: dawn@singinghills.co.uk

## CONFERENCE PACK 2018



**Room Hire Full Day £150.00 / Half Day £125.00**  
**Inclusive of the following equipment:**

- Data Projector
- Film Screen
- Wireless Connection
- A Flipchart & Pens

### **Optional Delegate Day Package                    £18.50**

- Tea/Coffee and Biscuits on arrival
- Mid Morning Tea/Coffee and Biscuits
- Two Course Seasonal Lunch & Coffee
- Afternoon Tea/Coffee and Biscuits

### **Optional Catering**

- Full English Breakfast with Tea/Coffee    **£9.00**
- Bacon Roll with Tea/Coffee                    **£5.00**
- Danish Pastry with Tea/Coffee                **£4.00**
- Tea/Coffee and Biscuits                        **£2.50**
- Jug of Orange Juice (6 glasses)              **£6.50**
- Bottled Mineral Water (per 750ml)          **£3.70**
- Cordials and Mints (per delegate)           **£1.00**



**If your requirements differ from the above please let us know and we will do our utmost to accommodate you.**

**Please note all prices are inclusive of VAT.**





# Singing Hills Conference Booking Sheet

|   |   |  |   |
|---|---|--|---|
| Company   |   | Company Organiser                                    |   |
| Address   |   | Date of Conference                                   |   |
| Telephone No:                                     |   | Email Address:                                       |   |
| Fax No:   |   | Mobile No:   |   |
| Guest Numbers                                     | Facilitators  | Delegates  | Additional Notes  |
| Room Set Up<br><i>Please tick relevant set up</i> | <input type="checkbox"/> Theatre Style<br><input type="checkbox"/> Boardroom<br><input type="checkbox"/> U Shape (with tables)<br><input type="checkbox"/> Classroom<br><input type="checkbox"/> Cabaret  |  |   |
| Equipment<br><i>Please tick your requirements</i> | <input type="checkbox"/> Data Projector<br><input type="checkbox"/> Projector Screen<br><input type="checkbox"/> Free Wireless Connection<br><input type="checkbox"/> Flip Chart - Complimentary<br><input type="checkbox"/> Additional Flipchart - £9.95 |  |   |
| Refreshments<br><i>Please tick requirements</i>   | <input type="checkbox"/> Still Mineral Water (750ml) £3.70<br><input type="checkbox"/> Sparkling Mineral Water (750ml) £3.70<br><input type="checkbox"/> Orange Juice @ £6.50 per Jug<br><input type="checkbox"/> Cordials and Mints @ £1.00 pp           |  |   |
|   |   |  |   |
|   | <i>Estimated Timings</i>  | <i>Notes for additional catering if required</i>     | <b>Optional Refreshment Package</b><br><br><input type="checkbox"/> Served in the Bar<br><input type="checkbox"/> Served in the Conference Room<br><br><input type="checkbox"/> Served in the Bar<br><input type="checkbox"/> Served in the Conference Room<br><br><input type="checkbox"/> Two Course Seasonal Lunch<br><input type="checkbox"/> Other (please specify):<br><br><input type="checkbox"/> Served in the Bar<br><input type="checkbox"/> Served in the Conference Room |
| Arrive  |   |  |   |
| Conference Starts                                 |   |  |   |
| Morning Break                                     |   |  |   |
| Lunch Break                                       |   | <i>Please advise of special dietary requirements</i> |   |
| Afternoon Break                                   |   |  |   |
| Conference Ends                                   |   | <i>Signed on behalf of Client</i>                    |   |

**PLEASE NOTE THE ACCOUNT IS TO BE SETTLED IN FULL BEFORE DEPARTURE**



# TERMS & CONDITIONS

## For Conferences & Meetings



### 1. Confirmations

- All telephone bookings are provisional. Written confirmation is required for all meeting and conference bookings **within 7 days**.
- Final numbers must be confirmed no later than three days prior to your booked date. Your invoice will be based on this information.

### 2. Payment Terms

- Companies who do not hold an account with us will be required to settle their total invoice **on departure**.
- Invoices will be forwarded to companies holding a previously agreed Credit Facility with Singing Hills Golf Course immediately following the event.
- All invoices are due for final settlement **within seven days** of the invoice date. Any queries concerning accounts must be submitted in writing within three days of invoice receipt.

### 3. Late Payments

- We reserve the right to charge interest at 8% above bank base rate on invoices not paid within our terms.

### 4. Cancellation Charges

- Cancellation charges will be incurred as follows:  
 Cancellation within 28 days - 50% of the estimated final invoice.  
 Cancellation within 14 days - 75% of the estimated final invoice.  
 Cancellation within 7 days - 100% of the estimated final invoice.

### 5. Damages

- Event organizers will be held liable for any damage caused to the property or its contents before, during and after their event.

### 6. Agreement

Please sign and return one copy of these Terms and Conditions by way of acceptance.

|                 |  |
|-----------------|--|
| Company         |  |
| Signature       |  |
| Name – Capitals |  |
| Position        |  |
| Date            |  |



|                 |  |
|-----------------|--|
| Signed for SHGC |  |
| Name            |  |
| Position        |  |
| Date            |  |



# TERMS & CONDITIONS

## For Conferences & Meetings



### 1. Confirmations

- All telephone bookings are provisional. Written confirmation is required for all meeting and conference bookings **within 7 days**.
- Final numbers must be confirmed no later than three days prior to your booked date. Your invoice will be based on this information.

### 2. Payment Terms

- Companies who do not hold an account with us will be required to settle their total invoice **on departure**.
- Invoices will be forwarded to companies holding a previously agreed Credit Facility with Singing Hills Golf Course immediately following the event.
- All invoices are due for final settlement **within seven days** of the invoice date. Any queries concerning accounts must be submitted in writing within three days of invoice receipt.

### 3. Late Payments

- We reserve the right to charge interest at 8% above bank base rate on invoices not paid within our terms.

### 4. Cancellation Charges

- Cancellation charges will be incurred as follows:  
 Cancellation within 28 days - 50% of the estimated final invoice.  
 Cancellation within 14 days - 75% of the estimated final invoice.  
 Cancellation within 7 days - 100% of the estimated final invoice.

### 5. Damages

- Event organizers will be held liable for any damage caused to the property or its contents before, during and after their event.

### 6. Agreement

Please sign and return one copy of these Terms and Conditions by way of acceptance.

|                    |  |
|--------------------|--|
| Company            |  |
| Signature          |  |
| Name –<br>Capitals |  |
| Position           |  |
| Date               |  |



|                 |  |
|-----------------|--|
| Signed for SHGC |  |
| Name            |  |
| Position        |  |
| Date            |  |



## CONFERENCE ROOM CAPACITY

|                         |           |
|-------------------------|-----------|
| <b>Theatre</b>          | <b>60</b> |
| <b>Boardroom</b>        | <b>28</b> |
| <b>U-Shape</b>          | <b>22</b> |
| <b>Classroom</b>        | <b>27</b> |
| <b>Classroom (Exam)</b> | <b>18</b> |
| <b>Cabaret</b>          | <b>30</b> |

## DIMENSIONS

|                             |                        |
|-----------------------------|------------------------|
| <b>Max Length</b>           | <b>11.85m</b>          |
| <b>Max Width</b>            | <b>7.29m</b>           |
| <b>Area (M<sup>2</sup>)</b> | <b>84m<sup>2</sup></b> |