



# Bird Hills Golf Centre

## Conferencing & Meeting Rooms

# 2024

**Bird Hills Golf Centre**

Drift Road | Hawthorn Hill | Maidenhead | Berkshire | SL6 3ST

Telephone 01628 771030

Email [info@birdhills.co.uk](mailto:info@birdhills.co.uk)

# BIRD HILLS GOLF CENTRE

## About Us:

Bird Hills is ideally situated between Maidenhead, Ascot and Bracknell and within easy reach of the M4, M25 and M3 motorway networks.

We are set in a beautiful and relaxing setting and have ample carparking. Your guests are invited to enjoy our Golf Course views and Clubhouse hospitality in their breaks and after completing the day.

## The Hills Bar

This room has all the features required for modern day conferencing, including a 75 inch screen with integrated PA and internet. We have a large catering kitchen for all your hospitality needs.

This room comfortably accommodates up to 25 guests and we have another room, the Baronial Hall that can accommodate 70 guests.



## Larger Conference Spaces

The Elizabethan Restaurant

The Baronial Hall

Price in application

Dependant on delegate numbers and package requirements

# Conferencing & Meetings

Please get in touch should you wish to look at a bespoke package for your conference or meeting with us.

## Venue Hire Only

**£100.00 per day**

Hills Bar Room available 8.00am to 6.00pm

This includes room and table & chairs set up only

**OR**

## Day Delegate Package

**£27.50**

**Per Guest**

Minimum 12 Delegate Charge

This option includes venue hire and room set up

Package Price Includes:

TV/Projector

Flip Charts

Tea and Coffee Station available throughout the day

Bottled Water Station available throughout the day

### **Finger/Fork Buffet**

Selection of Sandwiches

Warm Sausage Rolls

Chicken Goujons

Cocktail Sausages

Fruit Plate

Full Bar Menu available 8.00am to 3.00pm Monday to Thursday

Full Bar Menu available 8.00am to 7.00pm Friday and Saturday

Breakfast and Mains menu's available

# Booking Form

Bird Hills Golf Centre, Drift Road, Hawthorn Hill, Maidenhead SL6 3ST

Telephone 01628 771030

Email [function@birdhills.co.uk](mailto:function@birdhills.co.uk)

Booking Name & Company

Contact Details

Including, address,  
Phone number and email

Date of Event

Room Booked

Time of arrival

Food service time

Number of Guests

# Booking Form continued

Equipment required

Misc. Details

Menu & Set Up

## Conference Booking Terms and Conditions

Full terms and conditions—see overleaf

PRINT NAME & DATE

# Bird Hills Golf Centre

## Event Terms & Conditions

### Bookings

- All bookings are taken on a first confirmed basis. The booking will be considered provisional until the booking form with signed contract, initial numbers and deposit payment have been received.
- A non-refundable deposit of the agreed venue hire is required to secure the date and venue. The deposit payment is confirmation of a booking and will also be the first down payment towards your event.
- Full payment and completed event details to be settled a minimum of ONE MONTH prior to the event. If your event has been booked within this period, the full payment will be due at the time of booking.
- The client booking the event is responsible for any damages or breakages caused by all guests attending said event.
- Any changes made to the booking must be in writing. This includes and is not limited to, final party size numbers, food package choices, timings and/or entertainment details.
- Decoration style must be advised including the use of any decoration or party items that may require additional cleaning i.e., glitter and confetti cannons. Additional charges may apply with these items.
- The venue is not to be used for anything other than the stated use on the booking form and as agreed with Bird Hills Management.
- 18<sup>th</sup> Birthday, 21<sup>st</sup> Birthday and School Proms are subject to additional terms and conditions. These will include the requirement for security door staff and damage waiver. These will be advised in writing at the time of booking.

### The Venue

- Access to the venue is available during seasonal operating hours and a member of the team will be present throughout the duration of your stay. Set up and arrival times for the venue will be determined by which hire you choose. For example, all day hire is from 2.00pm. Standard hire is from 5.00pm, with guests arriving from 6.00pm. If access is required outside of these hours or the day before this must be pre-arranged and may be subject to extra hire charges.
- Bird Hills Golf Centre will not tolerate any abuse or harassment of staff or other guests of the venue. This may result in those causing offense to be removed and in extreme cases may result in event abandonment without refund. This is at the discretion of the management and their decision is final.
- All guests must remain in their designated venue room and designated outside patio area only. The golf course and related pathways at the front of the course, and the driving range are for golfer and range user use only and must not be entered.
- All decorations and equipment must be removed on the night of the event unless otherwise agreed with Bird Hills Management.
- All guests are responsible for arranging their own transport home from an event.
- All entertainment providers – to include DJ's, singers, musicians, and live bands must provide Bird Hills Golf Centre with a valid Proof of Public Liability Insurance at least 2 weeks prior to the event. Entertainment providers must use their own equipment and agree set up with Bird Hills Golf Centre management prior to the event.
- All guests must have proof of age and be drinking responsibly. Bird Hills Golf Centre reserves the right to refuse service if guests appear intoxicated.
- Drug use is not permitted, this may result in attendees being banned from the venue.
- In accordance with our Licensing to sell and serve alcohol the bar will be made available only during business hours which are 10.00am to 12.30am. Last orders will be called, and this will be the final order. No alcohol will be served outside of these hours.
- Bird Hills Golf Centre is not licensed for civil ceremonies or marriages.
- Bird Hills Golf Centre is unable to store or receive items for your event or wedding.

- All property/items are left at the owners own risk.
- Guests of Bird Hills Golf Centre are permitted to use the carpark. Any cars left in the car park are at the owners own risk and Bird Hills Golf Centre accepts no responsibility for loss or damage.
- Any cars left on the property overnight must be agreed with management prior to the event.
- Please report accidental damage or breakage when it happens so that repairs or replacement items can be arranged. Any damage caused to Bird Hills Golf Centre, it's equipment, contents or fittings, or grounds, from misuse or negligence by you or your guests will be deemed your responsibility and will be invoiced directly to you.
- Clients must comply with and use all reasonable endeavours to ensure that their guests comply with all our reasonable instructions intended to ensure the safety of Bird Hills Golf Centre and/or people at the venue. A guest means anyone on the premises in connection with someone invited by the client.

## Cancellations or amendments to bookings

Cancellation by Bird Hills Golf Centre.

- The Club reserves the right to cancel or amend any reservations:
- A) If the Club or any part of it is closed due to fire, natural disaster, employee dispute, alteration, demolition, decoration or by order of any public authority.
- B) If the Client becomes insolvent or enters liquidation or receivership.
- C) If the reservation is potentially detrimental to the reputation of the Club.
- D) If inclement weather causes the cancellation of a golf event, then the Club will refund any payments made, but will have no further liability to the Client.

Cancellation by the client:

- If you wish to cancel your event, notification is required in writing no less than 4 weeks prior to your event.
- In the event of cancellation by the client the deposit is non-refundable.
- In the case of event cancellation by the client within a ONE month notice period of the event, 80% of the total paid amount will be refunded. This includes food and beverage payments only and does not include the initial deposit payment.
- Failure to adhere to the catering agreement may result in event abandonment without refund. This is at the discretion of Bird Hills Management.

## Catering and Beverages

- Only food and beverage served by Bird Hills Golf Centre is permitted on the entire premises.
- The only exception to this is the Baronial Hall Hire and with prior agreement. A dry hire agreement will be provided for this.
- The client booking the event is responsible for making us aware of any dietary restrictions, intolerances, allergies, or religious beliefs that may impact the packages provided.
- The client is not permitted to bring their own cooking equipment unless previously agreed in writing with Bird Hills Management.
- All external food provision must be approved by Bird Hills Management.
- All guests are accountable for their own dietary requirements and allergies. Bird Hills Golf Centre does not accept liability for issues caused by non-disclosure.
- Corkage can be provided and must be agreed with the event management team prior to the event and be settled in accordance with the agreement.

## Health and Safety

- Maximum capacity of each venue must not be exceeded under any circumstances.
- Hazardous items are not permitted on the premises.
- Any accident or injury must be reported to a member of staff.
- All electrical equipment must follow regulations and must be PAT tested. Bird Hills Golf Centre does not accept responsibility for any claims or costs associated with equipment that does not comply with these standards.
- No use of ladders.
- Strictly no smoking or vaping within the venue. This is only permitted in the designated smoking areas outside the venues.
- The fire assembly point is in the Bird Hills Golf Centre Car Park. In the event of fire all guests must leave the building using the nearest fire exit and must not re-enter the building unless told it is safe to do so by Bird Hills Management.

- Naked flame is not permitted within the venue. This includes but is not limited to candles, sparklers, fireworks, or lighters.
- No smoke or fog machines are permitted.
- No use of unauthorised heating equipment is permitted.
- Any breakages or damages must be reported to a member of staff.
- Animals are not permitted inside the venue unless otherwise agreed with Bird Hills Management.

## Child Safety

- Any person under the age of 18 is not permitted to be served or offered alcohol on these premises. Failure to adhere to this rule may result in Bird Hills Management asking those in breach to leave the venue.
- The children in attendance to events at Bird Hills Golf Centre must always be accompanied by a responsible adult.
- Children under the age of 16 must be accompanied in all areas of the venue.
- Children are not permitted to enter the golf course or adjacent areas.
- Bird Hills Golf Centre does not provide childcare, suitable supervision must be arranged prior to the event.
- The client is responsible for the children in attendance and ensure the caregivers have also read and understood these terms and conditions.
- Bird Hills should be made aware of the number of children attending the event and will be included in the total number of guests.
- If for any reason children (under 18s) are not keeping good order or seem to be under the influence of alcohol Bird Hills Ltd Management reserves the right for them to be removed from the event with their responsible adult.

## Liability

We accept no responsibility or liability to the fullest extent permissible by law for any of the following:

- Death or personal injury to guests on our premises, unless caused by our negligence.
- Motor vehicles and their contents while on our property
- Insurance of persons and/or property
- Loss of or damage to any property of a guest
- While we have the appropriate insurances in place for a facility of it's standing the club cannot accept liability
- for any liability for any personal loss or injury unless such injury (but not loss) is caused by our negligence.

## ACCEPTANCE

I have read and accept Bird Hills Terms & Conditions:

Name ..... Event Date .....

Signature ..... Date .....

Your privacy is important to us, and your personal details will only be used to correspond event information to you.

In accordance with GDPR please state yes or no if you wish to receive information on other offers

from Bird Hills Golf Centre

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Bird Hills UK Limited

