

West Worthing Tennis & Squash Club

www.wwc.org.uk

Titnore Way, Worthing, West Sussex BN13 3RT
Tel 01903 247270 Fax 01903 244320 Email info@wwc.org.uk



West Worthing Club Function Room Facilities

We have put this pack together to give you an idea of what the Club can offer you if you are planning a meeting, conference party or wedding.

The Club is situated in pleasant rural woodland setting next to Titnore Lane and accessed from Titnore Way. Our clubhouse has panoramic views of our grass and hard tennis courts. Originally established in 1886, the Club moved to its present site in 1974 and is a community amateur sports club owned and managed by its members.

We have a large car park with ample parking for you and your guests (you are welcome to leave vehicles overnight – the car park is gated and accessible after 8.00am each day)

For parties and weddings our bar lounge with dance area and seating is an ideal venue up to 80 guests. For larger parties the club space can expand to include our separate function room making flexible space for up to 120 guests.

For smaller parties, meetings or lunches our separate function room is ideal for up to 40 guests. The room is equipped with screen and projector stand.

Our well stocked bar serves draught London Pride, Fosters and Guinness along with a selection of popular bottled beers, a wide selection of wines and spirits.

The club caterer Rosie Woodhams will be happy to meet your catering requirements. Please contact Rosie on 07875404389 or by email ROLIEMO@aol.com to discuss your requirements. If you prefer to organise your own food or have a caterer you would like to use please discuss this with us so that we can co-ordinate the use of the kitchen facilities.

Please feel free to visit us and take a look at our facilities. It is best to phone before you visit to ensure that someone is here to show you around and answer your question, call the club on 01903 247270.

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Room Hire Price List

The following table shows the room hire costs for functions at the club.

Wedding / Party Saturday or Sunday Evening	<u>No. Attending – 51 to 120</u> £175 (Bar Lounge, extension and Function room)		<u>No. Attending – Up to 50</u> £150 (Bar Lounge and bar extension area)
Meeting / Conference /Training in our Function room - Up to 40 people Monday to Friday Daytime	<u>Full Day</u> 9 am - 5pm £80	<u>Morning session</u> 9am - 1pm £50	<u>Afternoon Session</u> 1pm - 5pm £50
Small Meeting in Bar Extension - Up to 12 people Monday to Friday Daytime	<u>Full Day</u> 9 am - 5pm £50	<u>Morning session</u> 9am - 1pm £30	<u>Afternoon Session</u> 1pm - 5pm £30

Use of Kitchen Charge – Please note that if you want to use our kitchen facilities to provide your own catering for your function or if you have arranged for a caterer you will be charged £25.00 for the use of the kitchen. You or (your caterer) will have to sign to confirm that you (they) have read and will adhere to the food hygiene procedures in place at the club and leave the kitchen clean and tidy before leaving at the end of the function. Failure to leave the Kitchen clean and tidy will result in an additional cleaning charge being levied.

Teas and Coffees can be provided for your meeting at a very reasonable fee, please ask for details.

* If you are interested in booking a children's birthday party that includes sport activities please contact the club office on 01903 247270 for information regarding the booking of courts, organiser and hiring of equipment.

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Useful information

CAPACITY

- Maximum capacity for seated meal or buffet is 80 rising to up to 120 for stand up buffet.

BAR & LICENSE

- The bar is open Monday to Saturday lunchtimes and evenings and Sunday from 12noon. We are licensed from 10am until 11pm Monday to Saturday and Sundays from 12noon until 10.00pm.
- Please speak to Richard our barman for any specific drink requirements you may have. The club can meet your specific requirements and has access to a number of specialist wine suppliers.
- If you want have a specific wine for toasting we do allow you up to bring in up to 12 bottles which we will charge you £4.00 per bottle corkage.

PRICE GUARANTEE & CANCELLATION CHARGES

- PRICE GUARANTEE - once a deposit has been paid, the price for your function room hire is guaranteed.
- Cancellations - A function can be cancelled giving six weeks' notice. Your deposit will be returned less £25 administration fee.
 - Cancellations giving less than six weeks' notice but more than 4 weeks' notice will result in the 50% deposit being retained by the club.
 - Cancellations with less than 4 weeks' notice will result in the full hire cost being retained by the club.

DECORATIONS

- We are happy for you to decorate the club rooms for your function and we will advice you on where and how you should fix your decorations.
 - **PLEASE NOTE** - All decorations must be fixed using blue tack or pins. You **MUST NOT** use sellotape or other sticky tape. If any damage is made to paint work the amount to cover the damage will be deducted from the surety deposit.

DISCO EQUIPMENT

- Smoke machines are **NOT** permitted on the premises as these set off the fire alarms at the Club.

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Terms & Conditions

1. Organiser must be a member of the club at time of booking (Social membership cost - £16).
2. A deposit of 50% is required to secure your function, with the remaining balance to be paid 4 weeks prior to the event.
3. A surety deposit of £200 is held using your Credit / Debit Card details securely in our safe. Assuming there are no claims on this deposit your card details will be shredded following the event.
4. All drinks are to be purchased from the club bar – You are not permitted to bring drinks on to the club premises.
5. A list of all those attending the function /event must be supplied prior to the start of the event. The list must give full names and contact details for parents/guardians of any children under 18 attending the function.
6. Wedding cakes and flowers must be delivered on the day as storage of such items is not possible.
7. Table & seating plans, menu choices and any special dietary requirements need to be with the caterer two weeks before the event.

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Booking Form

Name				
Full Address				
Contact Phone Numbers	Mobile			
	Home			
Email Address				
Type of Function (Party, Wedding, Meeting, Conference, Training)				
Day & Date of Function				
Start and Finish Times	Start Time		Finish Time	
Estimated number attending (Maximum 120)				
Deposit Paid	Amount	£	Date	
Remaining balance to be paid	Amount	£	Date	
£200 surety deposit CC details in safe	Date			
Signature of Member				

DECLARATION. I undertake to exercise proper supervision of all persons invited to attend the above function and in the event of loss or damage to property I agree to pay all reasonable charges incurred to remedy the same.

All bookings are subject to availability and are accepted in accordance with the clubs own programme of events and activities.