

# Taunton Vale Golf Club

## Wedding Reception - Booking Form



Name

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Address

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Telephone (Home & Work)

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Date Required

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Number of Guests

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Arrival Time

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Finish Time

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**Catering Requirements**

(To be agreed with the  
Head Chef prior to day)

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**Room Hire Charge (deposit) To Be Enclosed Upon Confirmation of Booking  
(Please see general information)**

**I accept the terms and conditions overleaf on behalf of the Party**

**Signed**

**Print Name**

**Date**

## **Dress Code & Code of Conduct:**

Please ensure that all guests are aware of the following dress and conduct code:-

In the Lounge Bar and Dining Room, smart casual dress is permitted.

The Practise Putting Green, Driving Range, 9 Hole Course and 18 Hole Course are strictly out of bounds.

Guests are not permitted to use the Spikes Bar without prior permission from the staff behind the bar.

Please note also that Smoking is not permitted anywhere inside the building.

Any person not observing our dress or conduct codes may be asked to leave the premises.

## **Terms & Conditions:**

### **Deposit & Confirmation:**

Completed Booking Forms do not guarantee your reservation until we have received a deposit. To avoid disappointment, individual menus and full requirements must be confirmed no later than one month before your reception.

If your booking is not confirmed within 8 weeks, other enquiries will receive priority.

### **Our Cancellation Policy:**

Please advise us as soon as practicable if the booking is to be cancelled.

Cancellations of whole bookings need to be made at least 28 days in advance of the party, please note your deposit will not be refunded.

Changes in numbers may be accepted up to 48 hours prior.

In the event of a breach of the notice conditions, Taunton Vale Golf Club reserves the right not to refund any monies paid or charge at the full price.

**Please note that you are liable for any damage caused to the clubs facilities by you or your party and will be charged accordingly.**

### **Balance of Payment:**

Full pre-payment must be received by the Club at least one month in advance of your Reception.

# Wedding Questionnaire

Please complete this questionnaire to provide us with some additional detail and return it with your booking form and deposit.

Date of your Wedding:

Time of your Wedding:

Location of your Wedding:

Arrival Time for Reception:

Time Required for Meal or Buffet:

Type of Catering Required (Dinner or Buffet):

Number of Adults Attending:

Number of Children Attending (please state ages):

Children's Catering Requirements (if different to main menu):

Will a Top Table Be Required:

If so, for how many people (maximum 8 people):

Table Linen Requirements:

(We have White or Ivory tablecloths, Maroon over-covers and White or Maroon Cloth Napkins)  
Please state if you are supplying your own linen.

**Please note that an additional charge will apply when table linen is required for a Buffet**

Please inform us of the table decorations that you have organised -  
(Flowers, favours, place names etc.):

Drinks Requirements (please see our Drinks Packages):

Will a Cake Table Be Required:

Will a Gift Table Be Required:

When do you intend the Speeches, Toasting and Cake Cutting to take place:  
(i.e. before you eat, after main course or after dessert course etc.)

Have You Compiled a Table Plan:

(Please note that we will require two copies of your table plan, the second copy displaying menu selections)

What Time Will Your Evening Reception Start:

Will you have additional Guests in the evening, if so how many:

Will There Be Any Catering Requirements in the Evening:  
If so, please specify:

Will you Require The Use of Our Resident DJ:  
If not, will you be organising your own entertainment:

Will you require the use of our Dance floor:

Who Is The Person Responsible for Paying the Final Bill:  
Contact Number:

Additional Comments:

Please ensure that all belongings including any decorations are not left on the premises.  
Taunton Vale Golf Club will not except responsibility for items lost or left over night.

Signed:

Print Name:

Date: