SAND MARTINS

GOLF CLUB

MEETINGS & CONFERENCES



Welcome to Sand Martins

Thank you for considering Sand Martins as the venue for your event.

Our first-floor private event room, with stunning views over the golf course and grounds, has its own bar and balcony, and is perfect forall types of events. Whether it is a Christening, Birthday Celebration, Wedding Reception or Anniversary, our dedicated Events team will ensure your occasion is truly special in every way.

With our beautiful location complimented by a south facing patio and private entrance, we have ample parking and are able to accommodate up to 150 guests. The flexibility of our room also allows us to cater for smaller, more intimate occasions.

We understand each event is very unique so our events team are dedicated to taking care of all the planning for big occasions from the initial enquiry through to the big day, leaving you to enjoy the event.
From entertainment, decorations, cakes, flowers, stationary to transport and local accommodation — let us make recommendations.
Our talented team of chefs, led by Tim Mackenzie, use only the best local produce to ensure that your chosen meal is of the highest quality.
Attached is a sample of our menus, however if you would like a bespoke menu, just let us know and we will come up with some suggestions!
Please speak with us regarding any allergens or dietary requirements you may have.

The best way to start to get a feel for your occasion is to arrange a time to come and view our facilities. We would be delighted to show you around and find out more about how we can make your event special.

We look forward to meeting you soon.

Kind regards

Sales & Events Team
0118 902 9960
sales@sandmartins.com

Day Delegate Rate

£30 per person
Minimum 12 people

Room Hire 9.00am – 5.00pm

Screen & Projector

Tea, coffee & biscuits

(Arrival, Mid-morning & Mid-afternoon)

Buffet Lunch

Free Wi-fi

½ Day Package

£14 per person Minimum 10 people

Room Hire ½ day (Max. 4 hours)

Tea, coffee & Biscuits (1 serving)

Screen & Projector

Free Wi-fi

(Add a selection of sandwiches and chips £7.50 per person)

Bespoke packages are available.

Please contact our Events Team on sales@sandmartins.com or 0118 902 9960 to discuss your requirements.











Finger Buffet Menu



Finger Buffet

Please select any six dishes:

Selection of well filled sandwiches

Mini duck spring rolls with hoisin sauce

Pate topped grilled ciabatta

Selection of fresh crudites and dips

Pita bread with hummus and olives

Cherry tomato and mozzarella skewers

A selection of quiches

Chargrilled tomato, red onion basil and parmesan bruschetta

Tortilla chips with salsa and sour cream

Cocktail chipolatas in honey and sesame seeds

Mini vegetable spring rolls

Teriyaki chicken strips

Falafel bites with hummus

Breaded goujons of plaice

Chicken satay skewers

Spiced chicken drumsticks

Bacon wrapped sausages

Mini vegetable samosas

Cajun spiced potato wedges

Stone baked pizza slices

Mini pork sausage rolls

Lamb kofta with a tzatziki dip

Build your own Package

Room Hire – Full Day £260 / Half Day - £130

Flipchart paper & pens £10.00 each

PA system £15.00

TV £20.00

***

Tea, coffee & biscuits £3.00

Jugs of orange juice £7.50

Bacon or Sausage baps £6.25

Tea, coffee & pastries £4.25

Pastries £2.95

Full English Breakfast £11.95

Finger Buffet £16.95

Sandwiches and chips / Soup and sandwiches £7.50



Event Terms and Conditions

Deposits
After provisionally reserving your event at Sand Martins Golf Club, a completed Booking Form, signed terms and conditions, together with a non-refundable, non-transferrable, booking fee is required within 14 days to secure the booking. The booking form should contain details of the expected numbers of guests.

Payment Dates

A. A further 50% deposit is required 4 weeks prior to the event, with the final payment of the estimated charge 14 working days prior to the event.
B. The balance of charges is payable upon presentation of an invoice and full payment of any incidentals is required within 7 days after the function (if a credit is applicable, we will forward the payment within 14 days of the event). Sand Martins Golf Club reserves the right to charge interest at the rate of 2.5% per week or part thereof compounded.
C. Written confirmation of the address where the final account is to be sent is required 7 days prior to the event, otherwise credit facilities will not be able to be given and payment will be required on the day.
D. Deposits are non-refundable.
E. Damage deposit - A £500 deposit maybe required 14 working days before the event. This will be returned after the event if no damage has been caused and any outstanding bills have been closed.

Cancellations
In the event of cancellation of a booking by the client, for whatever reason, Sand Martins Golf Club will make a cancellation charge for the total anticipated loss of revenue to the club on the following basis:

- 6 months prior to the event taking place, 10 % of total value booking
- 3 months prior to the event taking place, 50% of total value of booking
- 1 month prior to the event taking place, 100% of total value of booking
- In the event of the club re-letting the booked facilities the cancellation charge shall be reduced by the amount of the revenue received by the club from such re-letting.
- Notice of cancellation must be given in writing.

Our Cancellation Rights
Sand Martins Golf Club reserves the right to cancel any booking forthwith and without any liability on its part in the event of any damage or destruction of the club by fire or any other cause, any shortage of labour or food supplies, lock-outs or industrial action, or any cause beyond control of the club that will prevent it from performing its obligations in connection with any booking.

Final Payment

- Final details i.e., menu, wines, schedule etc, must be received by Sand Martins Golf Club at least a month prior to the function.
- The final number of guests should be confirmed 14 working days prior to the event. The Club may allow you to increase the final numbers attending within 7 days prior to your event at their discretion, but reductions from final numbers are not permitted.
- Sand Martins Golf Club reserves the right to vary the menu and wines specified in confirmation letters in the event of unavailability of any items.
- All prices include VAT and are subject to change without prior notification.

House Rules

F. A. No food or beverage may be brought from outside into the premises or consumed on the premises unless provided by us. Food must not be taken off the premises following your event and please note under Health & Safety regulations food cannot be displayed for more than two hours and will be removed following this period. A minimum food order is required for all events.
G. The club requires knowledge of any proposed third-party contractors for entertainment or services for the function. A PLI (Personal Liability Insurance) Certificate and PAT certificate for all electrical elements of the entertainment is required before the date of the event. You are advised that allmusic must be kept to a reasonable sound level and the Club Management reserves the right to determine the level of noise and clients and their suppliers are obliged to adjust this level.
H. If you or any of the guests cause any nuisance or offence to our visitors, members or employees, we reserve the right to request those individuals leave the premises. All children must be supervised by an adult.
I. The client will be responsible for any loss or damages sustained by the club in respect of the premises, furnishings, utensils or equipment, whether the same is caused wilfully or by negligence or default, and shall be liable for the cost or replacement, cleaning or repair plus compensation for the loss of business caused thereby.
J. You may not install any equipment, erect any display, make any alterations or affix anything to our premises without prior consent from the Management Team.
K. No sale, auction or business shall be transacted at Sand Martins Golf Club without prior written consent of the club.
L. If in the opinion of the Club, the client, guest or representatives should act in a manner considered to be prejudicial to the good name of Sand Martins Golf Club, the Club shall be at liberty to terminate the contract or event forthwith, without being liable for any refund or anycompensation to the client.
M. The customer agrees to be bound by all reasonable instructions of duly authorized representatives of Sand Martins Golf Club in respect of the conduct of the event and shall further ensure that those attending shall similarly comply.
N. Balloons, decorations, flowers and centre pieces are provided by the customer, access to the function room can be obtained by prior arrangement. All balloons must be supplied on the day of the event and removed on the night. Party poppers and confetti are not permitted on the premises.
O. For lunch bookings parties must vacate the room by 17.00. Evening events start at 19.00, unless otherwise agreed in advance by the Management. Earlier access to organisers is subject to availability.
P. Any written information made available to the client by Sand Martins Golf Club shall be deemed to be incorporated herein and in the event of a dispute these Terms and Conditions shall prevail.
Q. No modifications to these Terms and Conditions shall be binding upon Sand Martins Golf Club unless the same is in writing and duly signed by a properly authorized Manager at Sand Martins Golf Club.
R. The laws of England shall govern this contract and any dispute referred to the English Courts.

I have read and accepted the terms and conditions.

Signature: ..... **Date:** .....

Expected No. Of Guests: .....

Event Booking Form

Name:.....

Address:.....
.....
.....

Telephone Number: .....

Email:.....

Date of Event:.....

Approx no. of Guests: :.....

Event Title:.....

.....

This booking form, together with the terms and conditions shall form the basis of your contract with Sand Martins Golf Club.

I understand the £200 deposit payment, enclosed with this booking form, is a non-refundable, non-transferable, payment.

I confirm I have read and understood the terms and conditions of booking an event at Sand Martins Golf Club.

Signature: .....

Date:.....

SAND MARTINS
GOLF CLUB

Sand Martins Golf Club
Finchampstead Road, Wokingham, Berkshire RG40 3RQ
Tel: 0118 902 9960 Email: sales@sandmartins.com

SAND MARTINS

GOLF CLUB



Sand Martins Golf Club

Wokingham,
Berkshire,
RG40 3RQ

www.sandmartins.com
+44 (0) 118 979 2711