

# WHITGIFT SPORTS CLUB



## Function Brochure 2017



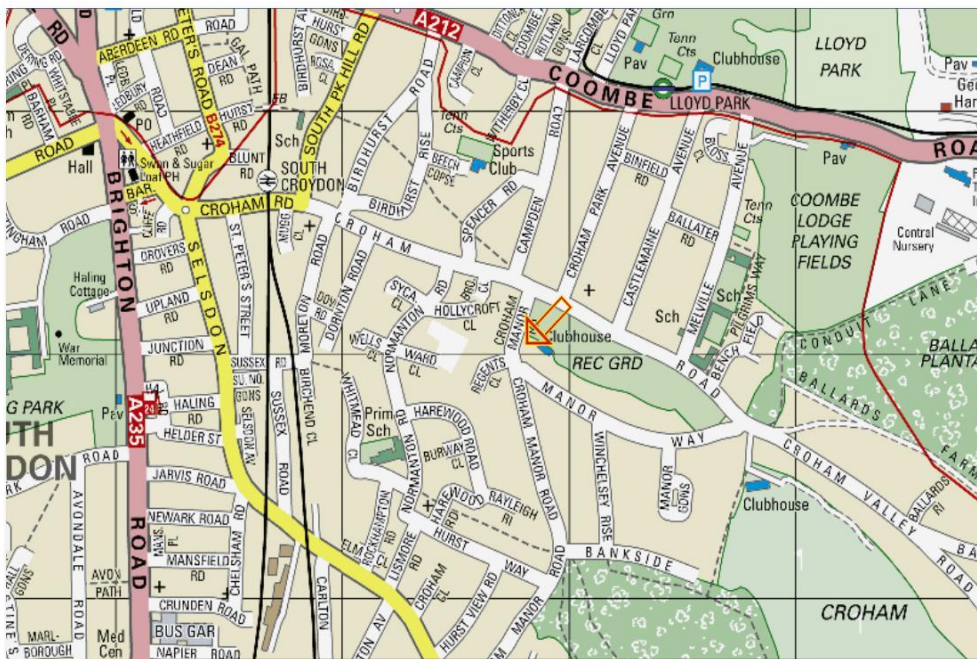


# WHITGIFT SPORTS CLUB

If you are looking for the perfect venue for your wedding, special occasion or party, or for a company meeting or sports event, then the Whitgift Sports Club could be the place for you, offering excellent quality at an affordable price. The Whitgift Sports Club is a well established venue just outside of the hustle and bustle of Croydon. This tranquil setting with 8 acres of grounds is great for any occasion and, being a child friendly environment within the safety of the Clubhouse and grounds, away from the pub style atmosphere, will give you the peace of mind to enjoy your day/evening. With packages to suit all events we promise you an enjoyable occasion for all your friends and family.

## Venue Details

Located 5 minutes from the centre of Croydon, and 15 minutes from Junctions 6 and 7 on the M25, Whitgift Sports Club offers the ideal setting for your function. South Croydon train station is a 10 minutes walk from our venue, offering links to Central London or the South. The club is also situated on the T33, 64 bus routes and close to the Lloyds Park tram stop.



## WHITGIFT SPORTS CLUB

THE BRODIE MEMORIAL PAVILION, CROHAM MANOR ROAD, SOUTH CROYDON, CR2 7BG

Tel : 020 8686 2127 Fax : 020 1: E office@whitsports.co.uk website: www.whitsports.co.uk



# WHITGIFT SPORTS CLUB

Our attractive Clubhouse is the ideal venue to host your:

**Christening or Birthday Party, Wedding Reception or Anniversary Gathering,  
Funeral Wake, Corporate Event or Conference, Business Meeting, Training Course,  
or Celebration Lunch or Dinner.**

We can cater for young and old alike. Alternatively, we can help arrange your own company or private sporting event, with on-site car parking and unrestricted residential parking in the quiet surrounding roads.

Our Main Hall can hold up to 120 guests seated or 150 guests for a buffet style reception. The Hall has the benefit of a private bar.

For company meetings or conferences using theatre style seating, up to 100 delegates can be accommodated. A pre-wired PA system is available together with a large screen projection facility compatible with Microsoft Powerpoint, or video presentations. Also available are two large screen televisions offering Sky and a DVD facility.

Clubhouse staff will be on hand to ensure that your function runs smoothly.



## Catering

Catering is provided by our excellent in-house caterer, Richard Woodall of FunctionFoods Ltd. Menus can be tailored to suit most budgets and occasions. Richard will be very happy to discuss any requirements our guests may have. Certified by the Guild of Master Craftsmen and having achieved a 5-star hygiene rating, our catering is of the highest quality. Taster meals are available. Unfortunately, we cannot allow outside caterers to operate on our premises.

*\*subject to a charge*



# WHITGIFT SPORTS CLUB

## Weddings

At the Whitgift Sports Club we can offer you the perfect wedding package to suit your requirements and budget. If you want a hassle free wedding reception then look no further. We offer three packages that give you the flexibility you require for your special day. Our attractive grounds are available for you to take some of those special wedding photos.

All weddings are from mid-day until midnight.

### *Gold Package*



*The Gold package includes:*

- Exclusive use of the Main Hall and Private Bar
- Set up of the hall, including white table cloths and napkins (colour arranged with client)
- Event co-ordinator before and during the day
- Table flowers (colour and style by arrangement with clients)

### *Gold Package Menu*

#### **Starter**

Baked Breaded Camembert Cheese, with a Red Onion Marmalade and Rocket salad, served with a fresh homemade bread roll.

#### **Main Course**

Baked Breast of Chicken wrapped in Black Forest ham, served with Dijon Sauce and fresh seasonal vegetables

#### **Dessert**

Warm Lemon Drizzle Sponge with Clotted Cream Tea and Coffee

Continental cheeses and biscuits may be added as an optional extra at a cost of £4 per person

**Alternatively if you have any other food requirements these can be discussed with the Club Manager and quoted for separately.**

**Cost £30 per person + vat**

*An evening buffet may be added for £10 per person (see selection)*





# WHITGIFT SPORTS CLUB

## *Platinum Package*



### *The Platinum package includes:*

- Exclusive use of the Main Hall and Private Bar
- Setup of the hall, including white table cloths, and napkins (colour by arrangement with client)
- Event co-ordinator before and during the day
- Chair Covers
- Welcoming glass of Pimms or Bucks Fizz
- Table flowers (colour and style by arrangement with client)

## **Platinum Package Menu**

### **Starter**

Plum Tomato, Garlic & Mozzarella Bruschetta with a fresh Pesto dressing

### **Main Course**

Braised Leg of Lamb served on a bed of creamed Celeriac with a red wine jus, served with fresh seasonal vegetables

### **Dessert**

Bailey's Crème Brûlée  
Tea and Coffee

Continental cheeses and biscuits may be added as an optional extra at a cost of £4 per person

**Alternatively if you have any other food requirements these can be discussed with the Club Manager and quoted for separately.**

**Cost £45 per person + vat**

*An evening buffet may be added for £10 per person. (See selection)*



# WHITGIFT SPORTS CLUB

## *Diamond Package*



*The Diamond package includes:*

- Exclusive use of the Main Hall and Private Bar
- Set up of the Hall, including white table cloths, and napkins (colour by arrangement with client)
- Event co-ordinator before and during the day
- Chair Covers
- Table flowers (colour and style by arrangement with client)
- Welcoming glass of Pimms or Bucks Fizz
- Canapes on arrival

### **Diamond Package Menu**

#### **Starter**

Smoked Salmon & Prawn Parfait with grilled lemon, served with Melba Toast

#### **Main Course**

Roast Half a baby Chicken with a Tarragon vinegar cream and deep fried Leeks, served with fresh seasonal vegetables

#### **Dessert**

Lemon Posset with Ginger Snaps  
Continental cheeses and biscuits  
Tea, Coffee and Mints

**Complimentary tasting menu for 2 people**

**Alternatively if you have any other food requirements these can be discussed with the Club Manager and quoted for separately.**

**Cost £55 per person + vat**

*An evening buffet may be added for £10 per person. (See Selection)*

***We also offer the following which should be arranged before the day at an additional cost:***

**Licence extension until 1am - £50**

**DJ from 7pm until midnight £250**

**Toastmaster £250**

**Menu Tasting for two people £15.00 (free with Diamond Package)**



# WHITGIFT SPORTS CLUB

## Soft Drinks, Wines & Spirits

Arrival drinks and table wines can also be ordered on the day. If you wish to supply your own champagne or wine we levy a corkage charge. All white and rose wines and champagne are served chilled.

Pimms £3.25 per glass

Bucks Fizz £3.25 per glass

Champagne from £26 per bottle

Wine from £14 per bottle

### Corkage

Wine £10 per bottle

Champagne £15 per bottle

## Finger Buffet Menu Options

*You may choose from the list below to create your own selection for your event. The cost will depend upon your choice.*

One round of freshly made sandwiches on brown and white sliced bread  
One guacamole and cream cheese wrap

Homemade vegetable spring rolls with a sweet chilli sauce (3 per portion)

Vegetable samosa with a rustic mango chutney (2 per portion)

Chicken fillet satay on sticks with satay sauce (2 per portion)

Homemade stilton and bacon flan (1 piece per portion)

Homemade celery and mature cheddar flan (1 piece per portion)  
Assorted crisps/nachos/pretzels/nuts

Deep fried cheese filled risotto balls with a garlic mayonnaise (2 per portion)

Boneless BBQ chicken leg (1 per portion)

Homemade ham hock and mustard potato croquettes with a Dijon mustard mayonnaise (2 per portion)  
Homemade 3 onion bhaji (3 per portion)

International cheese selection with biscuits/grapes/chutney  
Pork liver pate with rustic rolls and caramelized red onion chutney

Large homemade sausage rolls

Pork pies with Branston pickle

Pan fried honey and mustard chipolata sausages (2 per portion)

Homemade lemon drizzle sponge (1 slice per portion)

Homemade large individual choux buns filled with chantilly cream with a chocolate drizzle (1 per portion)

Homemade scones with clotted cream/strawberry preserve (1 per portion)

Tea and Coffee

The cost includes table cloths/disposable plates/disposable cutlery/napkins



# WHITGIFT SPORTS CLUB



## Parties

Are you looking for somewhere to hold that special birthday party or occasion? If so, then we are able to offer the ideal venue. With space for up to 150 guests and a personal party planner we can take the hassle out of organising your event. You are welcome to organise your own entertainment or we can recommend a DJ for you. All our general party events are from 7pm until midnight and extensions can be arranged at an extra cost. As part of the package we will arrange with you how you would like the room set up, e.g, special colour theme. You may decorate the Hall prior to your event at a time agreed with the Clubhouse.

### **Costs (all prices are subject to VAT)**

Friday Night £375    Saturday Night £450

### **Premium Party Package**

Premium party packages include hire of the hall, and a buffet for 50 guests\* (for more guests extra £8.00 per person) and table cloths on the tables

Friday Night £825    Saturday Night £900

**18<sup>th</sup> & 21<sup>st</sup> Birthday parties £700 (includes 3 door staff)\*\***

£1150 including buffet food for 50 guests\*

**\*5 ITEMS MAY BE SELECTED FROM THE BUFFET MENU**

### **Extras**

Licence extension until 1am £50 (not available for 18<sup>th</sup> Birthdays)

DJ £280

Table cloths --- £2.50 per table (if food is booked this charge is waived) Chair covers

£3.50 Tasting Menu: £15.00

All bookings are subject to a £250 (£350 for 18<sup>th</sup> and 21<sup>st</sup> birthdays) damage deposit cheque. More details can be found in our terms and conditions.

**\*\*All 18<sup>th</sup> & 21<sup>st</sup> Birthday Parties** will have 2 compulsory door staff operating a wristband system. All guests will be asked to provide ID prior to the event. Only those with a wristband will be served Alcoholic beverages from the bar. A typed guest list must be provided and only guests on that list will be granted access. Any person buying alcohol for underage guests will be asked to leave the premises.





# WHITGIFT SPORTS CLUB

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**SPECIAL OFFER  
PARTIES!**

**All parties booked in January, February \***

**Booking fee only**

**£275 Friday night**

**£350 Saturday night**

**Premium Party Package Prices**

**Friday Night £750**

**Saturday Night £800**

**\*Offer excludes 18<sup>th</sup> and 21<sup>st</sup> Birthday Parties which are charged at normal prices and the standard Terms and Conditions apply.**



# WHITGIFT SPORTS CLUB



## Hire of Meeting Rooms or Sports Fields

Looking for an affordable venue to hold a company meeting, conference, training sessions or staff away day? The Whitgift Sports Club can offer you the ideal venue.

The Gerry Bowthorpe Room provides theatre style seating for up to 120 delegates. Three smaller rooms are available for meetings or "Break Away" groups of up to thirty ---five delegates. The Gerry Bowthorpe Room also offers a "Big Screen" TV with DVD capabilities, a PA system and a Projector to enable power point presentations.

Our excellent caterer can provide tea and coffee throughout your meeting and lunch upon request.

Alternatively, we can offer sporting away days within our 8acre grounds, with Rugby and Football in the winter months and Cricket in the summer. Our ground staff can mark out Rounders and Athletics tracks. We can also organise inflatables at an extra cost. Our caterer can provide buffet food, BBQ or Hog Roast food options for your delegates if required and we have a private bar for your exclusive use.

## Charges (all prices are subject to VAT)

### Hire of Main Hall

Full Day (Monday to Friday)	£300
Half Day (Monday to Friday)	£200
Weekday Evening (Monday to Thursday)	£150

### Hire of Smaller Meeting room (choice of 3)

Full Day (Monday to Friday)	£150
Half Day (Monday to Friday)	£100
Weekday Evening (Monday to Thursday)	£100



# WHITGIFT SPORTS CLUB

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## HIRE OF PITCHES

Football	£150
Rugby	£150
Cricket (top square)	£200
Cricket (main square)	£250
General grounds hire	£150

\* Regular bookings maybe eligible for a discount. Please contact the Clubhouse Manager for further details.

### Extras:

Inflatables – Price on request

Rounders Kit £25

Cricket kit £25

## FOOD

Buffets – Please see buffet menu on page 6

BBQ – From £10 per person

### HOG ROAST:

#### **Option 1: x 100 covers or less £660.00 Inclusive of VAT**

Whole spit pig with viewing window and chef to set up and serve

Served in a 5" floured bap with fresh Bramley apple sauce/stuffing/pork jus/crackling.

#### **Option2: x 100 covers or less £800.00 Inclusive of VAT**

As above but with the addition of fresh potato salad/Coleslaw salad/ shredded salad.

#### **Option 3: x 100 covers or less £1100.00 Inclusive of VAT**

Whole spit pig with viewing window and chef to set up and serve.

Fresh Bramley apple sauce/stuffing/pork jus/crackling

Rustic roast potatoes/buttered savoy cabbage/new potatoes/cauliflower  
cheese/roasted carrots/peas.

The vegetables/potatoes to be prepared and cooked in a kitchen environment

All served on disposable plates with napkins.

If china crockery/cutlery is required then there would be an additional charge of £1.00 per person.

Alternatively if you have any other food requirements these can be discussed with the Club Manager and quoted for separately.



# WHITGIFT SPORTS CLUB

## TERMS & CONDITIONS

### Venue Hire Terms and Conditions for Business and Social Events

#### 1. Acceptance

By signing and returning your booking form to us you and your guests will be acknowledging and accepting the following terms and conditions.

#### 2. Bookings

- i) All bookings must be made in writing using the booking form. Verbal bookings will only be classed as provisional until a completed booking form is received and any variation to a booking must be agreed and confirmed by both parties in writing;
- ii) Provisional bookings will only be held for a period of two weeks. If not confirmed by booking form at the end of this period, the date will be released;
- iii) No dates may be confirmed without a signed booking form and a non-refundable deposit of 50% of the estimated cost of the event.
- iv) Upon receipt of the booking form and deposit the details will be processed when confirmation and invoice will be issued immediately to the hirer;
- v) For catered events final numbers must be confirmed 5 days before the event
- vi) If the actual number of the day is greater than the number confirmed an extra fee will be payable

#### 3. Deposit, Fees and Payment

- i) 50% of the estimated cost of the event --- non-refundable --- to be paid with submission of the signed booking form
- ii) 50% balance of the confirmed cost of the event to be paid 5 days before the event
- iii) A damage deposit of £250 will be charged for all Social events (£350 for 18th and 21st birthday parties) which will be refunded subject to there being no damage to WSC's property or equipment;
- iv) Payment will be accepted by credit card, cheque, (made payable to 'Whitgift Sports Club Limited'), electronic transfer or cash.

#### 4. Cancellations

- i) Notice of cancellation must be made in writing and will become effective on the date received by WSC
- ii) Cancellation charges will be applied as follows:
  - a) Up to 28 days --- no additional charge over the retained deposit;
  - b) 28 to 14 days --- 50% of the balance;
  - c) 14 days or less --- 100% of the balance;
- iii) WSC reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of WSC. WSC will refund any monies paid in advance. WSC does not accept any liability for losses incurred due to the cancellation of an event..

#### 7. Technical Facilities

- i) Entertainment equipment or other audio visual facilities may be hired at additional cost from WSC --- to be arranged a minimum of 10 days prior to the event;
- ii) The necessary training to use these facilities will be given to the hirer by WSC staff prior to the event.

#### 8. Use of the Venue

- i) The hirer must not use the room for any purpose other than to stage the event.

#### 9. Health and Safety

- i) The maximum guest capacity of the function room is 150 persons;
- ii) Fire exits and extinguishers are to be kept clear and visible at all times;
- iii) In accordance with Government legislation smoking is not permitted anywhere within the premises
- iv) Fireworks are prohibited;
- v) The hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur
- vi) The hirer must ensure that the correct Health & Safety and Public Liability insurance is held by any outside supplier engaged by the hirer;

- vii) Entertainment equipment may be brought into the building subject to discussion and agreement with WSC and must have a valid Portable Appliance Test Certificate which must be presented on the day;
- viii) The hirer is responsible for ensuring that vehicles using the car parks are driven in a safe manner and are parked in such a way so as not to obstruct access by emergency vehicles.

#### **10. Stewarding**

- i) All 18th & 21st birthday parties will have 2 compulsory door staff;
- ii) A typed guest list must be provided and only guests on that list will be granted access to the event;
- iii) All guests will be asked to provide ID on entry;
- iv) All guests over 18 will be issued with a wristband and only those issued with a wristband will be allowed to purchase alcoholic beverages from the bar.

#### **11. Disability Provision**

- i) there is disabled parking reserved in the car park specifically and only for the use of disabled persons --- blue badges must be displayed;
- ii) ramps for wheelchair access to the clubhouse can be put in place on request to WSC;
- iii) there are disabled toilet facilities available.

#### **12. Good Order and Nuisance**

- i) The hirer is responsible for the conduct and behaviour of all people attending the event. WSC reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable;
- ii) The hirer must ensure all guests note the proximity of a suburban neighbourhood and respect them by leaving the premises quietly.

#### **13. Catering**

- i) All catering is to be provided by our in ---house caterer Function Foods Ltd and no self---catering functions are allowed;

#### **14. Licensing and Alcohol**

- i) All drink, both alcoholic and non alcoholic, must be purchased from our bar;
- ii) No drinks are to be brought into the Clubhouse or grounds;
- iii) The bar closes at 12.00 midnight, Monday --- Saturday, and 10:30pm on Sunday;
- iv) WSC reserve the right to refuse to serve any guest who, in their opinion, is intoxicated;
- v) Any person buying alcohol for guests underage will be asked to leave the premises.

#### **15. Music**

- i) The hirer may organise their own disco or live band;
- ii) No music is allowed to be played outside at any time;
- iii) To comply with WSC's entertainment licence:
  - a) it is the hirer's duty to ensure that any outside contractor is aware that a noise limiter of 90 decibels should be set;
  - b) the music must stop by midnight, Monday to Saturday, and 10:30 on Sunday.

#### **16. Removal following Event**

- i) The premises must be vacated 30 minutes after the bar closing times;
- ii) A charge will be applied if the venue is not vacated by these times;
- iii) General cleaning will be undertaken by WSC but if the function room is left in an abnormal condition such that additional cleaning is necessary, the cost will be passed on to the hirer who will be notified and this cost may be deducted from the damage deposit;

#### **17. Insurance**

- i) WSC accepts no responsibility for:
- ii) the well being of any guest who behaves in a careless manner that could cause either danger to themselves or others;
- iii) loss, or damage to property left on the Club Premises or Car Park;
- iv) The hirer will be responsible for any damage to or loss of WSC property or equipment caused by a member or members of the event and should therefore ensure they have suitable property and liability insurances in place.



## WHITGIFTS SPORTS CLUB

THE BRODIE MEMORIAL PAVILION, CROHAM MANOR ROAD, SOUTH CRONY, DC R27 BG

Tel : 020 8686 2127 Fax : 020 8686 2157 E---mail: [office@whitsports.co.uk](mailto:office@whitsports.co.uk) website: [www.whitsports.co.uk](http://www.whitsports.co.uk)





# WHITGIFT SPORTS CLUB

THE BRODIE MEMORIAL PAVILION, CROHAM MANOR ROAD, SOUTH CROYDON, CR2 7BG

## FUNCTION BOOKING FORM

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

Function: \_\_\_\_\_ Package Booked: \_\_\_\_\_

Room(s): \_\_\_\_\_

Date of Function: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Security Required: Yes/No (If 18th or 21st Birthday, Guest List to be provided a week prior to function.) Estimated

Time of Arrival: \_\_\_\_\_ Departure time: \_\_\_\_\_

Food: Buffet ☐ Hog Roast ☐ BBQ ☐ Sit Down Meal ☐

Specific Menu Choices: \_\_\_\_\_

\_\_\_\_\_

### Drinks

Reception: Pimms ☐ No: Bucks Fizz ☐ No: Orange Juice ☐ No: Other ☐ \_\_\_\_\_

Table Wine/Champagne: Wine Number \_\_\_\_\_ Number of Bottles \_\_\_\_\_

### Extras Required

Table Cloths ☐

Toast Master ☐

DJ ☐

Late Licence (subject to availability) ☐

Menu Tasting ☐

Chair Covers ☐

Rounders/ Cricket Kit ☐

Inflatable ☐

Music to be provided by (if not pre ---booking WSCL DJ): \_\_\_\_\_

Any Special Requirements: \_\_\_\_\_

Deposit of £ \_\_\_\_\_ required with booking form.

Balance of \_\_\_\_\_ required by: \_\_\_\_\_

Damage Deposit of \_\_\_\_\_ required by: \_\_\_\_\_

By signing this booking form you are bound by the Terms & Conditions of the Whitgift Sports Club Ltd, as stated in our letter. If you have booked this date as a provisional booking we will hold the date for two weeks from when the provisional booking was made.

Signed (Client) \_\_\_\_\_ Date \_\_\_\_\_

Signed (on behalf of WSC) \_\_\_\_\_ Date \_\_\_\_\_