



**CHELSEFIELD
LAKES**
GOLF CENTRE

Funeral Receptions at Chelsfield Lakes

Offering a professional and unobtrusive service during this difficult time

Losing a loved one is a sad and emotional time and when planning a Funeral Wake, we know things need to be as straightforward as possible.

Set in a picturesque location, Chelsfield Lakes Golf Centre offers tranquil views & natural backdrops in which to celebrate the life of a loved one. With our fantastic facilities and dedicated staff, you can be assured of the highest levels of service and attention to detail, both before and during your event.

Chelsfield Lakes can accommodate small and intimate gatherings through to larger wakes for up to 200 guests. Our team is experienced in dealing with wakes and your booking will be handled with the upmost compassion and sensitivity.

We are close to Eltham and Beckenham Crematoriums. Christ Church and All Saints in Orpington and St Martin's in Chelsfield and St Giles' in Farnborough.



Hot Fork Buffets

GB Classic

Cottage Pie Glazed with Farmhouse Cheddar
Roast Vegetable Hotpot Topped with Sliced Jacket Potatoes
Locally Made Cumberland Sausages with Real Ale and Onion Gravy
Braised Red Cabbage with Apple and Sultana
Crushed New Potatoes with Cracked Pepper and Fresh Mint
Buttered Garden Peas

“La Fiesta”

Chicken, Mussels, Roasted Pepper Paella
Potato and Cheese Tortilla with Fresh Chopped Parsley
Braised Pork and Garlic Meat Balls Mixed with Smoked Paprika
Little Gem and Green Olive Salad with Lemon and Sea Salt Dressing
Platter of Sliced Beef Tomatoes, Cucumber, Basil and Tuna Fish
Sliced Breads

Hog Roast

Slow Roasted Pulled Jerk Pork
Racks of Pork Ribs Marinated In “Jack Daniels”, Served with Smoked
BBQ Sauce
Mixed Seasonal Green Salad with Fresh Herbs
Apple Slaw
Marinated Tomatoes
Spicy Potato Wedges

The Italian Job

Tomato and Basil Chicken
Beef Lasagne
Vegetable Lasagne
Tomato, Basil, Mozzarella Pizza
Rosemary and Garlic Bread
Tomato, Basil, Mozzarella and Red Onion Salad
Italian Diced Potatoes

Finger Buffet Menu

“On arrival”

Selection of Crisps and Peanuts

Sandwiches:

Gammon Ham and Tomato
Cheddar Cheese, Red Onion and Mayonnaise
Egg Mayonnaise and Baby Spinach
Roast Beef and Horseradish
Tuna Mayonnaise and Cucumber
Spicy Chicken and Sweet Pepper

Buffet selection

Selection of Mini Quiches
Cream Cheese, Dill and Smoked Salmon Tartelette
Cumberland Sausage Roll
Vegetable Spring Roll with Soya Sauce
Vegetable Samosa with Sweet Chilli Sauce
Honey Roasted Cocktail Sausages
Stuffed Yorkshire Puddings with Bolognaise and Parmesan
Chinese Chicken Skewers
Pork Loin Barbeque Skewers
Selection of Crolines: Roast Vegetable, Feta Cheese, Stilton and Apple
Cheese and Garlic Dough Balls
Breaded Mozzarella Finger
Chipotle Battered King Prawns “Spicy”
Breaded Mushrooms with Garlic Mayonnaise
Breaded Red Hot Cream Cheese Stuffed Jalapeno Peppers
Barbeque Chicken Wings
Breaded Chicken Goujons with Lemon Pepper Mayonnaise
Barbeque Pork Spare Ribs
Crudités with houmous, garlic mayo and sour cream & chive

Buffet Desserts

Filled Spanish Churros
Mini Lemon Tarts
Salted Caramel Chocolate Bites
Mini Victoria Sponge

Afternoon Tea

Selection of Sandwiches, Cakes & Pastries
Scones and Fruit Preserves with Clotted Cream
Choice of Fine Teas or Freshly Ground Coffee

Choosing Your Menu

Menu Prices

Hot Fork Buffets

GB Classic	£15.00
La Fiesta	£18.00
Hog Roast	£18.00
The Italian Job	£20.00

Finger Buffet Menu

Sandwiches (selection)	£3.00
Buffet Selection (any 4 items)	£13.50
Buffet Selection (any 6 items)	£18.50
Buffet Selection (any 8 items)	£22.50

On Arrival	£2.00
Crisps and nuts	

Buffet Desserts	from £2.00
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Afternoon Tea	£20.00
Add Prosecco	£25.00

All buffet's must be catered for 100% of your guests, minimum numbers apply depending on your choice of function room.

We require final numbers and menu choices to be confirmed no less than seven days prior to your event.

Room Specifications & Numbers

Chelsfield Lakes Golf Centre offers 3 different rooms for your event. To ensure the best possible atmosphere for your event, the room recommended to you will be determined by the number of guests attending. You are welcome to select a larger room for your event but please note that this will attract a room hire charge.

Hewitt's Function Room

Themed around the original name of the Centre, Hewitt's Golf Centre, this room is suited to smaller groups looking for a degree of privacy from the rest of the Golf Centre. With views out to the practice green and golf course, this room also has access to the main Clubhouse Bar. The Hewitt's Function Room can cater for up to 40 guests.

Minimum catered guests for Buffet 30 people

The Chelsfield Lounge

Accessed directly from the lobby area and with its own, fully stocked bar, the Chelsfield Lounge offers the perfect space for larger events and gatherings. With dedicated staff, you can be assured of an enjoyable and hassle-free event in this room. The Chelsfield Lounge can cater for up to 80 guests.

Minimum catered guests for Buffet 50 people

The Clubhouse

The Clubhouse is our largest room and is provided with exclusive use of the main bar area so you can relax and mingle with your guests in comfort. With panoramic glazing and access to the patio area, this is a fantastic room for a large event. The Clubhouse can cater for up to 200 guests.

Minimum catered guests for Buffet 80 people

TERMS AND CONDITIONS OF HIRE

Please sign two copies, returning one and retaining one for your own records

1. Terms and Conditions of Hire

1.1 All bookings of facilities at any 'Chelsfield Lakes Golf Centre' venue (hereafter called 'The Centre') are accepted by 'Chelsfield Lakes Golf Centre' upon the following terms and conditions.

1.2 These terms and conditions, together with The Centre's written quotation on the one hand and The Client's written confirmation in respect of the booking on the other hand, shall constitute the contract between The Client and The Centre and such contract shall come into effect immediately upon receipt of written confirmation from The Client or their agent.

1.3 The Centre reserves the right to amend these terms and conditions at its own discretion provided such amendments are notified in writing to The Client at the time of the booking.

1.4 The Centre reserves the right to revise quotations where prices may be affected due to reasons beyond its control, and in such event will do so in writing to The Client.

2. Deposit Payments

2.1 All bookings require a deposit, unless The Client has an account with The Centre with a unique reference number, supported by a purchase order. This includes but is not exclusive to, Green fee bookings, meeting or function rooms, buggy hire or other rental, intended food and beverage purchases.

2.2 Bookings are provisional until receipt of appropriate written confirmation or deposit and signed copy of these terms and conditions. The Centre reserves the right to cancel a booking without liability in the event of non-payment of a deposit.

2.3 Deposits are non-refundable except under circumstances defined in section 18.

2.4 Business customers wishing credit facilities must ensure that adequate arrangements are in place no later than one month prior to the event. In the absence of such arrangements a deposit of 25% of The Centre's quoted price or £1000.00, whichever is the greater, is payable at the time of booking.

2.5 Private Functions require a deposit, within 2 weeks of the time of the booking, of £10.00 per person or £250, whichever is the greater. Changes to this deposit value are at the sole discretion of the General Manager.

3. Arrangements and Numbers Attending

3.1 The Client must confirm in writing to The Centre all information necessary to organise the function, including the anticipated number of attendees and details of special dietary requirements and menu selections, not less than 7 working days prior to the function. Where a booking is made at less than 14 days' notice, all such information must be confirmed at the time of booking.

3.2 For all events where catering is required, the final number of guests and menus need to be confirmed to The Centre no later than 7 working days prior to the function. In the event of a booking occurring less than 5 days from the event, the numbers given will be deemed final.

3.3 Where the actual attendance on the day varies from final confirmed numbers the account shall be calculated on the number confirmed by The Client or the number actually attending, whichever is greater.

3.4 The Centre reserves the right to reallocate the function to alternative accommodation within The Centre at its own discretion if the attendance significantly differs from the predicted number. The Centre will give written notice of amendments prior to the event, if a reasonable notice period of change, is given by The Client. The Centre reserves the right to make any necessary amendments to the proposed menu or facilities.

3.5 The Client will ensure that they pay all monies owed based on the estimated numbers attending or final agreed numbers in the situation where the numbers actually attending is far less than those supplied to the venue as accurate when such a occurrence comes to pass in the absence of notification to the General Manager or centre in writing.

3.6 The client will be responsible to ensure the centre is made aware in writing in advance of any change in proposed numbers of attendees or estimated value of the event falls as the result of any attempt to down grade and event. The centre reserve the right to alter the location of the event, change room allocation or even cancel the event should this occur; but ensure every opportunity will be taken to discuss this with the Client.

4. Cancellation

4.1 Cancellation charges are based upon The Client's most recent confirmation.

4.2 In the event of cancellation prior to an event the charges are as outlined in the matrix below. All deposits are non-refundable.

4.3 The Centre will make every attempt to resell cancelled booking space and use the profit in calculation of cancellation charges.

4.4 The Centre may, at its sole discretion, cancel at any time, any function it deems which may prove unsuitable or disruptive to The Centre as a whole. Although not bound to do so, The Centre would, if permitted, offer a minimum of 5 days' notice in consideration of The Client's need to amend arrangements. In such event, The Centre will refund all monies paid in advance by The Client and shall be deemed to have no further liability arising from the cancellation. In the event that The Client is found to have misrepresented the nature of an event, The Centre reserves the right to cancel the event without refund of monies paid in advance.

5. Payment

5.1 For standard bookings, payment is to be made in full, unless credit terms have been agreed, no less than 7 days prior to the event.

5.2 Payment for Christmas Party bookings are required to be made in full no later than 28 days prior to the event date.

5.3 The Centre reserves the right to action payment of any outstanding balance post event by use of The Client's payment details and will forward a receipt of payment to the address given by The Client. The Centre will attempt to notify The Client before action of payment is taken.

6. General

6.1 The Client shall indemnify The Centre against any loss, damage, cost or expense caused to or suffered by The Centre or any agents, guest or employee of The Centre, arising as a result of the deliberate, casual or accidental act of The Client, his agent, employee or guest of the function.

6.2 The Centre shall not be liable for any loss or damage to the property owned by, or in the custody of The Client or his agents, employees or guest. Cars are parked in The Centre's car parks entirely at the risk of the owners and their guests.

6.3 The Client will not arrange for the delivery of any goods or materials to The Centre without prior arrangement with the management.

6.4 The Client shall not introduce in The Centre any inflammable or hazardous material nor shall he or his agent, employee or guests, commit any act or erect any structure, which may endanger The Centre, or any persons within it. Clients will be responsible for ensuring that all measures necessary for the good health and safety of their employees, agents and guests are employed and enforced.

6.5 The Centre does not allow the consumption of drinks (alcoholic or otherwise) or foods not purchased through the site.

6.6 The Client agrees to take full responsibility, and reimburse The Centre, for the cost of repair arising from any damage to the property, contents or grounds by their employees, agents or guests.

6.7 The Centre reserves the right to impose a charge of £100.00 for soiling caused by irresponsible behaviour.

6.8 The Client is responsible for ensuring that any Band/DJ/Musician/Private or Arranged Third Party employed by them comply with all statutory and management requirements. Details of management requirements can be sought through the venue manager.

6.9 The Centre must comply with certain insurance/licensing and statutory regulations and requires The Client to cooperate fully in meeting these.

6.10 All functions must end at the time stated in the contract, failing which The Centre reserves the right to charge additional room hire and any staff costs arising as a result.

6.11 All prices quoted include VAT at the prevailing rate unless otherwise stated.

6.12 The Centre shall not be liable for the failure to comply with any terms or condition of Contract where compliance is prevented, hindered or delayed by any cause beyond its control including, but not limited to, fire, storm, explosion, flood, Act of God, action of any Government of Government Agency, labour shortage, electrical power failure, interruption of supplies or industrial action.

6.13 All prices in our quotation are current at the time of going to print. The Centre reserves the right to amend food and beverage prices, should costs increase substantially due to seasonal fluctuations for which prior notice will be given where possible. All quoted prices may be adjusted to allow for changes in either VAT or other Government taxes and currency fluctuations. Incremental price changes will be communicated to the client not less than 28 days prior to the event. If a need for price changes occurs less than 28 days prior to an event, the previously quoted price will apply.

6.14 If The Centre's supply chain prevents delivery of any product a suitable replacement of equal value will be offered and where possible notice will be given.

6.15 The Client is held accountable and responsible for all payment to The Centre in relation to settling outstanding monies owed by, inclusive of but not exclusive to, themselves or any agent, guest or supplier for (1) 'Use there of', (2) Cost arising from Damage to', (3) hire of, (4) purchase of, any 'component parts' of their booking that make up their booking arrangement. This is inclusive of but not exclusive to, hotel rooms, buggy hire, additional equipment rental, retail stock, bar stock, golf course, club house, tee sheet bookings and its grounds.

7. Contracted Suppliers

7.1 All basic audio-visual equipment must be supplied by The Centre or by an accredited supplier. If independent suppliers are employed The Client is responsible for ensuring the correct health and safety and public liability is held by that supplier.

7.2 If independent suppliers do not provide the necessary documentation The Centre reserves the right to suspend the booking at any time.

Payment Structure (All Deposits are Non-Refundable)

A deposit of £10 per person or £250, whichever is greater, is required to secure your booking.
Deposits are non-refundable.
Final payment equal to the balance of your event is due no later than 1 week prior to your event.

Cancellation

In the event you wish to cancel your booking, there will be no refund of any deposit paid.
Any booking cancelled within 1 week of the event date will be charged at 100% of the total booking value.

I have read and agree with the above Terms and Conditions

Name of Host:

Date of Wake:

Print Name:

Signed:

Date: