

NOTES FOR GOLF SOCIETY and or CORPORATE EVENT ORGANISERS

1. Introduction

These notes have been prepared to assist you in planning your day with us. We would suggest they should be read in conjunction with the "Notes to Visitors" which contains important information on dress, safety, security and etiquette. *Please ensure your members are familiar with these matters.*

2. Society packages

We operate three standard Society packages. Bookings are welcome on Thursdays and Fridays, and a limited number of Monday afternoons for package (b).

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| Full day | 2-rounds of golf, coffee/tea on arrival, a light lunch and dinner
Cost - £75.00 (discounts are available for groups who attend with 30 or more players). |
| (a) Half – day | 1-round of golf and dinner – Cost £58.00 |
| (c) Half – day | 1- round of golf and a light lunch or all day breakfast – Cost £48.00 |

Please note the evening meal facility is only available for numbers of 16 or more

In addition to these standard packages, we are also able to offer the following package during the **Winter months**:

Please note the minimum bookings for this is 12 players and a maximum of 24 players.

<u>Winter Special</u> (1 st Nov to 28 th Feb)	Coffee/tea and a bacon roll on arrival. 1-round of golf (after 10.30am) and a 3-course late lunch. (see separate menu sheet) – Cost - £40.00
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3. Numbers

Bookings are for a minimum of 12 players and a maximum of 60 players. Please note we reserve the right to charge you for 12 players if numbers fall below that level.

4. Payment

Your account should be settled on the day with the member of staff on duty in the Secretary's office (open from 8.30am to 5.00pm on Monday to Friday). This can either be in cash or with a single Society cheque made payable to **East Berkshire Golf Club**. **It is regretted that individual cheques cannot be accepted.** The Club is unable to accept payment by Credit or Debit card.

5. Tee times

The tee will normally be reserved from 8.30am for the morning round and from 1.30pm for the afternoon round. Please ensure that you adhere to these timings. Play will be from the YELLOW tees (RED for ladies). It is recommended that 2-balls play at 5 minute intervals and that you allow 7 or 9 minutes for three and four balls.

6. Catering

THREE (3) days before you are due to arrive; please contact the Assistant Secretary (see the telephone number and hours at 12 below) to confirm the number of meals required. Menus and any special requirements can be discussed at that time.

7. Prizes

The Club has an excellent Golf Professional's shop with a wide range of items suitable for prizes. Please contact our Professional (Jason Brant) or any member of his shop staff to discuss your needs.

8. Equipment

Easels for the display of scoreboards and other minor office equipment are available from the Secretary's office.

If you would like Nearest the Pin and or Longest Drive markers please note this on your booking form or telephone the Assistant Secretary prior to your arrival.

9. Locker rooms

Please note that the Club provides only a limited towel service in the locker rooms and visitors are advised to bring their own personal towel.

10. Advertising/Flags

Advertising banners or boards can only be displayed with the prior permission of the Secretary. A flag or pennant may be flown if required.

11. Repeat bookings

If you would like to visit us again next year, it is recommended that you make a provisional booking with the Secretary during the day. Those who do will not only secure their day **but we will guarantee not to increase the charge.**

12. Useful contacts

Secretary Email:	-	Colin Day	(01344) 77204 Option 71 theseecretary@eastberkshiregolfclub.com
Assistant Secretary	-	Pauline Cowley	(01344) 77204 Option 21
Bar Manager	-	Bill Boulter	(01344) 772041
Managing Chef	-	Leon Dewell	(01344) 772041
Head Professional	-	Jason Brant	(01344) 774112

Please remember to return your "booking form" within 14 days. We very much look forward to welcoming you to East Berkshire.