

**HELENSBURGH
GOLF CLUB**

Founded 1893



Details	
EVENT i.e. Birthday, Funeral, Retirement	
CONTACT NAME	
DATE	TIME
Contact Details	Phone _____ Email _____
BASIC REQUIREMENTS Incl. Table Plans, drinks choices, decoration, set up time, staffing (Please use full prep- sheet for large functions)	
Numbers	
Invoicing	

Checklist

Bar Staff informed
Office Staff informed
License applied for
Members Informed (if appropriate)
Room Booked
Staffing Arranged
Stock Ordered

Catering Arranged
Entertainment Arranged
Linen booked
Florist booked
Deposit Paid (if applicable)
Invoice Required
Payment Received



HELENSBURGH GOLF CLUB

Founded 1893



Are you or any of your guests a member at Helensburgh Golf Club?

If not we can do one or two things. We can apply for an occasional licence for your event but will require at least 6 weeks notice to do this or you can join as a Social / House Member at a cost of £68 p.a and receive full House Member benefits.

As a non-member the function room would be charged out at £30 / hour

As a member the function room would be charged out at £15 / hour

Minimum bar spend applies to all. (see below)



Sandra Soutar
SS Catering

Call 01436 674173
Call 07734 179952

Our Caterers can offer a full range of options including:

- Sit down 2-course meal £13.50 / head
- Sit down fine dining meal from £15 / head
- Hot pot supper £8 / head
- Party Buffet £7.50 / head
- Funeral Tea £7 / head

Please note a £100 deposit will secure your booking of the Golf Club and can be used on the day of the event either to open a bar tab or to pay towards the room hire

Deposit is non-returnable if event cancelled within 4 weeks of date.

There is a minimum bar spend of £100 for all functions.

If you do not request an open bar, the £100 deposit will be returned to you in full so long as bar sales exceed the minimum £100 spend and there is no damage to room, or a partial repayment if bar sales do not reach the minimum £100 i.e £90 spend on bar your deposit refund will be £90 (£100 - £10 underspend)

