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THE PARKLANGLEY CLUB

# Function Suite Hire Handbook

## 2024-25



# The Parklangley Club

## Function Suite Hire Information 2024-25

### Thank you for your interest in The Parklangley Club's function suite.

We cater for almost every event - with views over our grass and clay courts, it is the perfect venue for your celebrations!

The suite holds up to **120 people** seated and **250 people** standing, and comprises of dedicated bar and kitchen facilities; a large balcony; lift access and fully accessible toilet facilities adjacent.

**Drinks** are priced in line with the Club's members' bar downstairs and we offer an impressive range of meal and service options, including three+ course dinners and hot/cold finger buffets. Menus can be tailored to your requirements.

We are very flexible over the arrangements for your function and have extensive experience arranging additional elements to make your celebration a success.

### MEMBERSHIP REQUIREMENTS

Non-members are required to become social members. *Please see price below.*

### PRICES

All prices are subject to change if you are booking a year or more in advanced.

#### Function Suite Hire

Bar staff, duty staff, duty manager and clearing up

Full Day Hire 1230 - 0000

Evening Hire 1800 - 0000

with late license up to 0100, additional charge

#### Other Services/Costs

Social Membership (1 week)

Linen Charge

£575

£385

£80

£5

£6

#### Drinks

*\*Please see additional page for more information.*

### TERMS & CONDITIONS

1. Function bookings may only be made by a socials member, who must be present throughout the function.

2. The booking member shall ensure that all persons attending the function observe the conditions below and shall promptly make good any loss or damage (whether to the club to the Club premises, persons or property there on, or otherwise) which stems from their failure to do so.

3. All club users are expected to follow our Club code of conduct. Our code of conduct includes guidelines on appropriate behaviour and use of club facilities. We ask that all members take the time to familiarize themselves with the code and make an effort to uphold it at all times.

4. The Club is non-smoking. Anyone attending the function who wished to smoke, vape, or use an e-cigarette may do so only on the covered first floor external balcony, until 2300 only, or the designated smoking area.

5. Where the function includes live or recorded music, this must stop at 2345 or 0045 if a late license has been granted.

6. The bar will close at 2300 for functions finishing at 0000, or 0000 for functions finishing at 0045.

7. To minimise noise emulation, the windows in the function suite and the fire escape doors to the balcony must be kept closed at all times during the function (unless there is a fire or other emergency).

8. Alcohol may only be served to the booking member and/or guests aged 18 or over. Proof of age may be required by our bar staff.

9. All those attending the function should, when leaving the Club, do so quietly and with due regard to the residential nature of the surrounding area. **All guests must be off the premises by 0000** unless permission has been given for a late extension, where **guests might be off the premises by 0045**.

10. Any equipment brought in by the hirer either owned or hired by themselves are the hirer's responsibility. The Parklangley Club will look after and store any equipment at the end of the function for collection at a later date, but The Parklangley Club will not accept any responsibility for any damage or loss, however caused, including transportation.

11. DJs and Bands hired privately are the hirer's responsibility.

12. A non-refundable deposit of £160 is payable at the time of booking by debit or credit card. All booking will be considered provisional until this payment is made.

13. The balance of the final cost is payable two weeks prior to the function by debit or credit card.

14. The Parklangley Club is a cashless business. All payments made both prior to and on the day of the function must be made by debit or credit card. **Please note we do not support AMEX.**

15. All bookings are required to pay a damages deposit of £500 payable 2 weeks prior to the function by debit or credit card. This will be returned 3 working days after the event, subject to any deductions deemed necessary for damage out of this sum. Any additional damages caused by the hirer, or their guests, will be charged. If this and the final balance is not paid 2 weeks prior, The Parklangley Club reserves the right to cancel the function.

16. Whilst we do not require function booking to have food, any food at the function must be provided by our on-site caterers, with the exception of a cake or anything pre-agreed with the Events Team. This agreement must be in writing. Anything that is brought to the function that has not been provided by the catering team or pre-agreed may result in a deduction from the damages deposit if deemed necessary. **Please note, for functions that require food, a minimum of 50 people must be catered for. For functions, of less than 50, this can be discussed with the Events Team.**

17. All drinks must be purchased or pre-ordered from The Parklangley Club, unless pre-agreed with the Events Team at a set corkage fee (wine only). This agreement must be in writing and corkage fees must be paid prior to the event. Anything that has not been paid for is not permitted on the premises. If the hirer or their guests bring their own alcohol or soft drinks without a prior written agreement or has not been paid for, a fee may be deducted from the damages deposit if deemed necessary.

18. Any decorations or equipment either brought by the hirer or hired by themselves must not be fixed to the floors, walls, ceilings or any other interior or exterior of the venue by anything that will cause damage, including tape and blutac. **Please not, we do not allow confetti or confetti balloons.** Any damage caused, or if confetti/confetti balloons have been used, a few may be deducted from the damages deposit if deemed necessary. All balloons to be taken home at the end of the night, the Club will not store anything left behind.

19. All equipment and decorations brought by the hirer must be set up in the allocated time between the access time and the function start time. The hirer must ensure that all equipment and decorations are removed from the function room at the end of the event.

20. The hirer is only permitted to use the venue on the date/s and during the time specific on the booking form. If you require access prior to or after these times, this must be stated on the booking form and agreed with the Events Team. You may incur an additional charge if this is deemed necessary.

# The Parklangley Club

## Pre-Order Drinks Menu 2024-25

### WINE MENU

*Pre-Order Price (P.O.)/Bar Price (B.P.)*

#### WHITE

##### Hillville Road Chardonnay (Australia)

**£12.50 P.O./£14.95 B.P.**

A juicy medium bodied chardonnay showing white peach, cream and hints of pineapple. The wine has a generous creamy texture, sweet fruit and finished with a lemon sherbert freshness.

##### Crescendo Pinto Grigio (Italy)

**£13.00 P.O./£14.95 B.P.**

A clean, fresh and fruity wine with lots of citrus and ripe pear flavours. Dry and crisp with a refreshing finish.

##### Sauvignon Blanc Réserve, Terra Vega (Chile)

**£13.50 P.O./£15.95 B.P.**

A pronounced and herbaceous bouquet of green pepper and gooseberry accompanies subtle hints of passionfruit.

##### Valle Berte Gavi (Italy)

**£13.50 P.O./£15.95 B.P.**

Subtle traces of honeysuckle with characteristic aromas of lime zest and minerality. It offers a clean and refreshing finish.

*Vegan*

##### The Guv'nor! Blanco (Spain) *Recommended*

**£13.50 P.O./£15.95 B.P.**

The Guv'nor won 'Wine of 2018'. Dizzying heights of richness with a blend of Verdejo, Chardonnay and Sauvignon.

#### SPARKLING

##### Apericena Prosecco (Italy)

**£17.00 P.O./£19.50 B.P.**

Delicate and aromatic with fine bubbles. This wine carries lots of fresh peach, pear, and an elegant zest.

*Vegetarian*

##### Volarnau Brut Gold (Spain) *Recommended*

**£17.00 P.O./£19.50 B.P.**

Vilarnau gold Edition bursts with complex aromas of green apple, pear, and subtle notes of elderflower. Full bodied, beautifully balanced and with a long stream of fine, persistent bubbles. Vilarnau Gold is perfect for toasting all life's little moments of celebration.

*Vegan*

##### Cattier Brut Premier Cru (Champagne)

**£41.00 P.O./£45.00 B.P.**

Bright and equally intense, with brioche and peach notes giving way to citrus fruits. These are followed by softer nutty flavours, and notes of acacia honey and forest fruits. The finish is long, with a wonderful freshness that will keep you reaching for your glass.

#### RED

##### Five Ravens Pinot Noir (Romania)

**£14.00 P.O./£15.95 B.P.**

Classic, bright red fruit flavours with a spicy note.

*Vegan*

##### The Guv'nor! Roja (Spain) *Recommended*

**£13.50 P.O./£15.95 B.P.**

A deep multi-regional Tempranillo that's chock-full of bramble, blackcurrant and vanilla.

##### Beauté du Sud Malbec (French)

**£13.50 P.O./£14.95 B.P.**

Blackberries, plums and blueberries, accompanied by a subtle touch of spice. Juicy, smooth, and weighty palate.

*Vegan*

##### Merlot Reserva, Terra Vega (Chile)

**£12.50 P.O./£14.95 B.P.**

The wine delivers solid core of a concentrated fruit, hinting at blackberry preserves and damson plums.

*Vegan*

##### Mozzafiato Primitivo (Italy)

**£15.00 P.O./£16.95 B.P.**

This primitivo has a mouth-coating palate of dried prune, date and cherry, with notes of sweet spice and a lick of chocolate. Great structure from the good balance between soft tannins and acidity.

*Vegan*

##### Copper Kingdom Barossa Shiraz (Australia)

**£17.50 P.O./£19.00 B.P.**

Full bodied, jammy and fruity. It's an intense, powerful explosion of blackcurrants and blackberries.

#### ROSÉ

##### Crescendo White Zinfandel (Italy)

**£13.50 P.O./£15.95 B.P.**

Elegant rosé colour; fresh, varietal aromas that become more complex with time; very interesting structure due to balance between soft tannins, acidity and residual sugar.

*Vegan*

##### The Guv'nor! Rosé (Spain) *Recommended*

**£13.50 P.O./£15.95 B.P.**

Brings you plenty of flavour at great value. It's a blend of Garnacha, Bobal and Tempranillo grapes.

##### Nicolas Rouzet, Coteaux d'Aix en Provence (France)

**£16.50 P.O./£19.00 B.P.**

A classic provençal blend of Grenache, Cinsault, Cabernet Sauvignon, and Syrah, it has delicate flavours of strawberry, peach and grapefruit.

#### BOTTLE BEERS

*Available to pre-order by the crate*

##### Budweiser, 330ml (24 Bottles)

**£50 P.O./£94.80 B.P.**

*Saving £1.87 per bottle*

##### Stella, 330ml (24 Bottles)

**£50 P.O./£94.80 B.P.**

*Saving £1.87 per bottle*

##### Corona, 330ml (24 Bottles)

**£60 P.O./£94.80 B.P.**

*Saving £1.45 per bottle*

#### BOTTLED CIDER

*Available to pre-order by the crate*

##### Rekorderlig, 500ml (15 Bottles)

**£45 P.O./£67.50 B.P.**

*Saving £1.50 per bottle*

##### Bulmers Original, 500ml (15 Bottles)

**£30 P.O./£50.40 B.P.**

*Saving £1.70 per bottle*

#### SOFT DRINK PITCHERS

##### 4 Pint Pitcher - £9.50 P.O./£12 B.P.

*Orange*

*Lemonade*

*Coke Zero*

*Diet Coke*

# The Parklangley Club

## Catering Information 2024-25

### THREE COURSE HOT PLATED MEAL

**Weddings - with additional service, Adults £38; Children £20**

**Functions - Adults £32; Children £17**

*Please select one starter; one main course and one dessert.' Vegetarian options are available. Full waitress service.*

#### Starter Options

Prawn cocktail with Marie Rose sauce  
Tomato and mozzarella salad, with fresh basil & pesto sauce  
Fan of melon with Parma ham  
Smoke salmon pate with melba toast  
Butterfly king prawns with sweet chilli sauce  
Breaded camembert with redcurrent sauce  
Scottish oak smoked salmon with wild rocket & balsamic glaze  
Homemade soup of your choice, with crispy croutons and roll & butter

#### Main Course Options

*All served with hot potatoes of your choice and fresh seasonal vegetables*  
Grilled supreme of salmon with lemon butter sauce  
Chicked breast stuffed with marscapone & red pesto wrapped in smoked  
Black Forest ham, topped with sweet red pepper and cream sauce Breast  
of duck with black cherry and ginger sauce (+£2)  
Beef bourguignon with basmati rice  
Roast turkey with chipolata, stuffing, cranberry sauce and gravy  
Roast topside beef with horseradish sauce, Yorkshire pudding and gravy  
Lamb rump with red wine, rosemary and redcurrant sauce (+£2)

#### Dessert Options

Salted caramel profiterole with chocolate sauce  
Mixed berry pavolva  
White chocolate and raspberry cheesecake  
Chocolate brownie with ice cream  
Apple pie with cream  
Lemon tart  
Fresh fruit salad  
Sticky Toffee Pudding

#### Other

Cheese board selection (ordered per table, cost per head) £5

#### Coffee & Mints

### TWO OR THREE COURSE COLD BUFFET MEAL

**Weddings - three courses with additional service, Adults £35; Children £18.50**

**Functions - three courses, Adults £32; Children £17**

**Functions - two courses, Adults £26, Children £14**

**Functions - main course only, Adults £20; Children £12**

*Two courses, please select three main dishes and two desserts  
Three courses, please select one starter, three main dishes and two dessert*

*Food served on chine plates. Stainless steel cutlery & napkins are all provided*

#### Starter Options

Prawn cocktail with Marie Rose sauce  
Tomato and mozzarella salad, with fresh basil & pesto sauce  
Fan of melon with Parma ham  
Smoke salmon pate with melba toast  
Butterfly king prawns with sweet chilli sauce  
Breaded camembert with redcurrent sauce  
Scottish oak smoked salmon with wild rocket & balsamic glaze  
Homemade soup of your choice, with crispy croutons and roll & butter

#### Main Course Options

*Served with seasonal and hot minted new potatoes*  
Roast Norfolk turkey  
Rare roast beef  
Darne of fresh salmon  
Cajun spice chicken breast  
Honey roast Gammon ham  
Coronation chicken

#### Dessert Option

Salted caramel profiteroles with chocolate sauce  
Raspberry or strawberry pavolva  
Key lime pie  
Chocolate brownie with ice cream  
Apple pie with cream  
Lemon tart  
Fresh fruit salad  
Warm bakewell tart with cream

#### HOT BUFFET

*Excluding dessert (£6) £19.50*

*Please select two dishes. Select with a choice of salads, bread roll & butter.  
Food is served on china plates. Stainless steel cutlery, table linen  
& napkins are all provided.*

Chilli con Carne with basmati rice  
Chicken curry with basmati rice  
Lasagne al forno  
Chicken stroganoff with rice  
Rataouille bake

#### FINGER BUFFET OPTIONS

*Please choose a minimum of 8 or a maximum of 10 of the following choices.  
Your total price for these will be per head and this includes 2 pieces of each  
item per head. This will be set out for you at the time required as several  
items are served hot. Price includes use of china plates, serviettes and table  
cloths. (v) Vegetarian, (ve) vegan, (gf) gluten free*

#### Hot Options

Breaded lemon sole goujons with tartare sauce	£1.75
Tempura battered prawns with sweet chilli dip	£2.25
Wholetail scampi bites with tartare sauce	£1.75
Cajun sausage rolls	£1.50
Cumberland bombs in wholegrain mustard glazde	£1.75
Mini shepherd's pies	£1.75
Mini lamb & beef kofte with mint yoghurt dip (gf)	£2.00
Southern fried chicken goujons	£2.25
Crispy chicken breast bites with BBQ dip	£2.25
Mini vegetable samosas with sweet chilli dip (v), (ve)	£1.50
Mini vegetable spring rolls with hoiosin dip (v), (ve)	£1.50
Mozzarella dippers (v)	£1.75
Spicy potato wedges with sour cream (v)	£1.50
Mini quiche selection	£1.50
Falafel bites with houmous(v), (ve)	£1.75
Cheese and tomato pizza slices (v)	£1.50

#### Cold Options

Smoked salmon pate blini with dill	£1.75
Chicken breast tikka chunks (gf)	£2.00
Thai chicken breast strips (gf)	£2.00
Brie and grapes (v), (gf)	£1.50



# The Parklangley Club

## Function Booking Form 2024-25

Please read our terms and consitions and complete form in CAPITALS.

### BOOKING MEMBER DETAILS

Title	Mr/Mrs/Miss/Ms		
First Name			
Surname			
Address			
Postcode			
Tel Mobile			
Tel Home			
Email (please print email address clearly)			
Are you a member of The Parklangley Club	<input type="checkbox"/> Y	<input type="checkbox"/> /	<input type="checkbox"/> N
Date of Function	<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>
Type of Function (for example, 40th, 50th)			
Is this a suprise party?			
If yes, please provide a contact name and contact details for all future communications:			
Approximate number of guests attending			
Is food required?	<input type="checkbox"/> Y	<input type="checkbox"/> /	<input type="checkbox"/> N

If yes, please indicate the type of food required:

- ☐ Buffet  
☐ Sit-down

#### Function Start Time

Guest arrival ☐ 1930 ☐ 2000 ☐ Other

#### Function Finish Time

- ☐ Bar to close at 2300 and music to finish at midnight  
☐ Bar to close at midnight and music to finish at 0100

Any special food requirements?

### COSTS (PLEASE COMPLETE)

Function Suite Hire	
Full Day Hire 1230 -1200am	£575
Evening Hire 1800 - 1200am	£385
with late license up to 0100	£80

#### Other Services/Costs

Linen charge @ £4 per cloth/table

#### Total

#### Please read and sign:

I agree to the terms and conditions and wish to pay a non-refundable deposit of £160  
☐ by paying £160 at the till (staff to attach copy of receipt)

If signing digitally, I agree that my name typed belowo shall serve as my legal signature

Signature	
Print Name	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

#### FOR OFFICE USE ONLY

- ☐ Deposit
- ☐ Booked on Clubsys
- ☐ Organised in Folder
- ☐ Confirmation
- ☐ Full amount paid



# THE **PARK**LANGLEY CLUB

[www.theparklangleyclub.co.uk](http://www.theparklangleyclub.co.uk)

020 8658 9028

*A non-profit organisation dedicated to providing sporting facilities to the local community.*