

Exclusively for Summer 2012...

A STUNNING MARQUEE FACILITY IN OUR
WALLED GARDEN WILL BE AVAILABLE FOR A
SEATED RECEPTION FOR UP TO 300 GUESTS.

Perfect for...

Weddings, Gala Dinners, Charity Events,
Private Celebrations, Golf Tournaments,
Exhibitions, Award Ceremonies, Product Launches,
Meeting Space & Olympic Receptions.

This facility is also available for Dry Hire.



A stunning setting for any event



AN IMPRESSIVE MARQUEE FACILITY IN A STUNNING SETTING WITH 500 SQUARE METRES - IDEAL FOR ANY TYPE OF EVENT.

Artists impression of Walled Garden Facility

Corporate Opportunities

Golf Days

GOLF IS AN IMPORTANT TOOL IN DEVELOPING BUSINESS RELATIONSHIPS AND A CORPORATE GOLF DAY IS A GREAT WAY TO RAISE YOUR COMPANY PROFILE.

Burhill Golf Club is the ideal venue for your corporate golf event. With outstanding golf facilities, the breathtaking mansion house, first class service, and cuisine from an award winning chef, we are confident that your guests will leave with fond memories of their day and a positive view of your company.

Whether you are entertaining a small group of key clients or hosting a large scale event, Burhill Golf Club is the perfect venue for your corporate golf day.

The marquee facility offers 500 square metres of floor space so is ideal to set-up as a refreshment area for all competitors and guests as well as incorporating trade stands that could really benefit with maximum visitor traffic having everyone under one roof.

For further details please contact Gill Fee @ Burhill Golf Club on **01932 227345** or email g.fee@burhillgolf-club.co.uk.

A small taster of our menus can be found later in the brochure and full catering packages are available upon request.



Corporate Opportunities



Gala Dinners



BURHILL'S GEORGIAN MANSION HOUSE IS A STUNNING BACKDROP TO ANY STYLE FUNCTION THAT YOU WISH TO STAGE AT THE GOLF CLUB, NON-MORE SO THAN A CORPORATE GALA DINNER.

Beautiful surroundings are complemented by dedicated service from our experienced events team and working in close partnership with White Space Events Ltd, we will deliver the finest quality of event management and service you can experience.

From the moment you arrive to the minute you leave... and you won't want to leave... you and your guests will be given the red carpet treatment.

Renowned for their creativity and quality of presentation, White Space Events Co. Ltd has an extensive client portfolio which includes the prestigious Commissioning Balls for the Royal Military Academy Sandhurst.

Specialising in creating bespoke packages for clients such as 'A Centenary Celebration' for Esterline Racial Acoustics, an 'Evening with The Phantom of the Opera' to Popcorn and Candy bags for 'Saturday Night at The Movies' for Japanese Tobacco International, their creativity and attention to detail is first class.

Package Prices:

Bespoke packages will be put together based on client requirements and the date of your event.

Dates Available:

Throughout July & August 2012. Please contact our Events Team for further information and availability.

Corporate Opportunities

Exhibition & Meeting Space



WITH NEARLY 500 SQ METRES OF FLOOR SPACE AVAILABLE, THIS MARQUEE FACILITY IS THE IDEAL OPPORTUNITY FOR CORPORATE CLIENTS TO ORGANISE TRADE SHOWS, EXHIBITIONS, PRODUCT LAUNCHES AND PERFECT FOR A 'TENTED VILLAGE' FOR ANY GOLF TOURNAMENT ORGANISERS.

The area can be divided as required with trade stands at one end and a refreshment area located at the other. We can work with you to design the lay-out to maximise the space and with an additional area available within The Walled Garden, we can provide further structures as required.

Access is extremely straight forward with plenty of area for loading and unloading equipment directly from the Walled Garden into the marquee structure.

For team meetings and conferences, the structure can hold up to 240 delegates Cabaret Style or 500 delegates Theatre Style.

Package Prices:

Bespoke packages will be put together based on client requirements and the date of your event.

Dates Available:

Throughout July & August 2012. Please contact our Events Team for further information and availability.

Corporate Opportunities

Olympic Reception

EVERYONE HAS BEEN TALKING ABOUT THE OLYMPICS FOR A LONG TIME NOW BUT FINALLY IT'S ALMOST UPON US....

Burhill Golf Club would very much like to be part of the Olympic Legacy and can offer a fabulous opportunity for hosting your very own Olympic Reception.

White Space Events can create a perfect back-drop for creating a stunning Olympic Reception for you, ideal for Gala Dinners, Award Ceremonies and also Team-Building events. We can provide Podiums, an LED Screen to show video footage and set the scene with a whole array of decoration options available.



Package Prices:

Bespoke packages will be put together based on client requirements and the date of your event.

Dates Available:

Throughout July & August 2012. Please contact our Events Team for further information and availability.

Corporate Opportunities

Charity Events

BURHILL GOLF CLUB ARE PROUD TO PLAY HOST ONCE AGAIN TO THE 2012 'SPARKS' CHARITY GOLF DAY AND FOR THE FIRST TIME HOST THEIR FABULOUS CHARITY AUCTION GALA DINNER.

Burhill provides the perfect back-drop for Charity Events and we would welcome the opportunity to work with other high-profile Charities in offering a great venue to enable you to do your fundraising to its maximum potential.

We fully appreciate the need to offer a venue at the most cost-effective price in order that as much money can be raised and at the same time we realise the requirement of ensuring that the quality of what we create and stage for our Charity Events is as equally as important.

Working with White Space Events, we now have the opportunity to deliver this to all our Charity Organisations.

Package Prices:

Bespoke packages will be put together based on client requirements and the date of your event.

Dates Available:

Throughout July & August 2012. Please contact our Events Team for further information and availability.

Catering Packages...

Breakfast Menu

Freshly Baked Rolls filled with Smoked Back Bacon, Butchers Cumberland Sausage, Fried Egg, Served with Mustard, Heinz Tomato Ketchup & HP Brown Sauce

Freshly Ground Roast Coffee
A selection of English & Fruit Teas served with Lemon or Milk

Also available

Rich Roast Decaffeinated Coffee
Decaffeinated English Tea

Buffet Lunch

Dressed Salmon

Whole dressed salmon, with grilled lemon & fresh cucumber

Poached Chicken Breast

With onion, chive and bay infused sour cream

Antipasti

Bresaola, Chorizo, Salami Milano, Slow dried tomatoes, marinated Artichokes & Olives

Vegetarian Arugula Salad

Arugula leaves with toasted pine nuts & parmesan shavings

Salads...

Curried Rice Salad
Tomato & Spring Onion
Mango, Pak Choi & Crispy Ginger
New Potato Salad, bound in a dressing of garlic, coriander & parsley

Desserts

Mango, Pineapple & Melon Fruit Salad

with coriander syrup & coconut ice

White Chocolate Cheesecake

with raspberries

Afternoon Tea

Selection of Sandwiches to include...

Oak Smoked Salmon
Cucumber & Cracked Black Pepper
Ham & real Ale Chutney
Free Range Egg & Watercress
Somerset Brie with Cranberry & Chutney

Rich Fruit Scones, with clotted cream and strawberry reserve

Slices of sumptuous cakes such as...

Victoria Sandwich
Carrot Cake
Rich Fruit Cake
Chocolate Fudge Cake

Banqueting Menu

A full Catering Pack is available for all Breakfast, Lunch, Afternoon Tea and Evening Banqueting Menus upon request.



Private Celebrations...

Weddings

BURHILL GOLF CLUB IS A HIDDEN GEM AMONGST THE ENDLESS LIST OF SURREY WEDDING VENUES, WITH OUR WALLED GARDEN PROVIDING THE PERFECT BACKDROP FOR A STUNNING MARQUEE RECEPTION CATERING FOR UP TO 300 GUESTS SEATED.

With its own private entrance and secluded gardens, this truly is the most idyllic location to hold your forthcoming celebration.

Beautiful surroundings are complemented by dedicated service from our experienced events team and working in close partnership with White Space Events Ltd, we will deliver the finest quality of event management and service you can experience. Offering a very personal level of service, you will have the peace of mind that all details have been taken care of to leave you and your family to enjoy your very special day, including full on the day event management.

Visit the website of White Space Events to see the quality and creativity they can produce for you and to view their stunning portfolio:

www.whitespaceevents.co.uk

Package Prices:

From as little as £115 + vat to include:
Venue Hire, Fully equipped Marquee Facility, 3 Course Meal,
Pre-Dinner Drink & Wine Package, Full Event Management.

Private Celebrations...



Parties

NOT ONLY IDEAL FOR WEDDING CELEBRATIONS, BUT OUR MARQUEE FACILITY IS PERFECT FOR OTHER FAMILY CELEBRATIONS SUCH AS BIRTHDAY PARTIES & ANNIVERSARY CELEBRATIONS OR INDEED JUST AN EXCUSE TO GET TOGETHER!

Our experienced events team can help you create and deliver a stunning event for any occasion, whether it be a fun themed evening or an exquisite private dining experience.

With all the knowledge and experience White Space Events Co. Ltd have in arranging both Corporate & Private Celebrations, we have the ideas and resources to deliver the right solution for any event.

Package Prices:

From as little as £115 + vat to include:
Venue Hire, Fully equipped Marquee Facility, 3 Course Meal,
Pre-Dinner Drink & Wine Package, Full Event Management.

Just a taster of our Menus...

Starters

Antipasti

Italian Parma ham, herb marinated olives, sunblushed tomatoes, buffalo mozzarella, sweet roasted peppers, olive & thyme ciabatta drizzled with an extra virgin olive oil and balsamic dressing

Caramelised Balsamic Red Onion Tart

With chestnut and melted gruyere dressing

Tian of Crab & Avocado

On a cucumber salad with a balsamic & chive dressing

Warm Thai Fishcakes

Served on a spring onion, lemon-grass and herby salad with sweet chilli



Main Course

Herb Crusted Fillet of Cornish Cod

On a white Tuscan bean, garlic and olive oil potato mash with Provençal vegetables (courgettes, sweet peppers and sweet red onion) in a parsley and dill dressing.

Prime Fillet of Scottish Beef

Flavoured with thyme and garlic (Roasted medium)
Served on horseradish mashed potato with baby spring vegetables.
Truffle & Chianti wine sauce

Teriyaki Marinated Fillet of Salmon

Served on a bed of sautéed bean sprouts, shredded carrots, mangetout, bamboo shoots and red peppers.

Slow Cooked Lamb Shank

Gently roasted in red wine with roasted garlic, caramelised shallots and fresh rosemary. Served on a bed of minted, crushed new potatoes.

Desserts

Toffee Chocolate Trio

Banoffee pie, chocolate mousse, mini sticky toffee pudding with a duo of sauces.

Study of Raspberry

Raspberry and vanilla brulée, raspberry shortbread and triple raspberry milkshake.

A Trio of Desserts

Rich chocolate brownie, Knickerbocker Glory and fresh strawberry tart. Served with a vanilla Chantilly cream.

Summer Pudding

Bursting with ripe summer berries.
Served with rich clotted cream and raspberry coulis.

Marquee Capacity & Layout



Timings:

All events must conclude by 12.30 am and the marquee vacated by 1.00 am latest.

Security:

All events that take place after 7.00 pm must employ the services of a minimum of 2 Security Guards. Guards will be charged at £25.00 per hour + vat per guard for a minimum period of 5 hours.

Car Parking:

There is plenty of complimentary parking spaces at Burhill Golf Club.

Event Management:

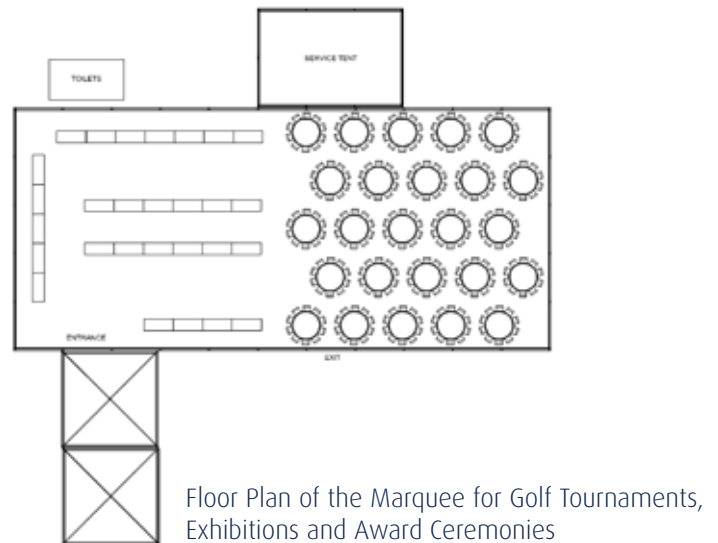
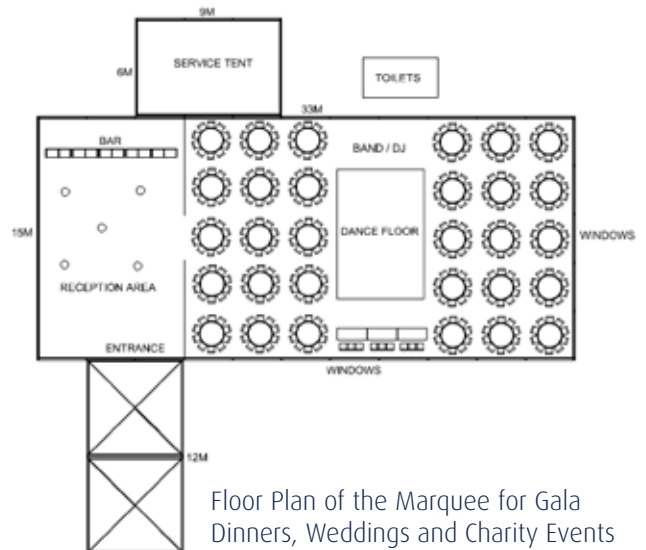
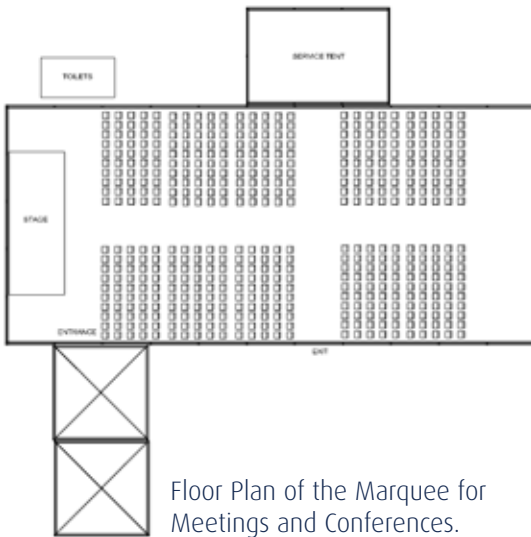
Full Event Management is included within your overall package price and at White Space Events we offer an extremely personal level of service. This will include an initial meeting, a pre-event meeting and full on the day event management. We will work with you and all the relevant suppliers to compile a comprehensive event schedule to ensure that all details are exactly how you wish them to be on the day.

Fireworks / Lanterns

These are not permitted at Burhill Golf Club due to local residents.

STYLE	MIN NO'S	MAX NO'S
CABARET	160	260
THEATRE	350	500
DINNER & DANCE	200	300
BANQUET	250	400

Marquee Capacity & Layout



Other Services



Decoration:

Seventh Heaven are our preferred event decorators and can provide endless ideas to decorate your reception as well as providing stunning bridal bouquets and buttonholes.

Should you require further information please visit Seventh Heaven website at www.seventh-heaven-events.co.uk where you will find an extensive portfolio as well as details on all the services they can provide.



Entertainment:

With over 20 years knowledge and experience in the Events Industry, we can recommend entertainers, discos, bands as well as putting together tailor-made productions for all occasions.

Tribute Bands
Magicians/Caricaturists/Jugglers/Pick-Pockets
Meet & Greet Entertainers
Solo Artists
Jazz Bands/Harpists/Pianists



Accommodation:

There are a number of local hotels to Burhill Golf Club including:

Hilton Cobham
Premier Inn, Cobham
Brooklands Hotel, Weybridge

Transport:

We have contact details for a number of Coach & Mini-Bus hire companies that we can recommend offering our clients favourable rates..

Contact Us

Appointments:

For appointments to view the Walled Garden Facility and further details on Golf Days and Burhill Golf Club, please contact:

Gill Fee @ Burhill Golf Club on **01932 227345**
or email: g.fee@burhillgolf-club.co.uk

Further Details:

For further details specific to the marquee facility and the services that White Space Events Ltd can provide, please contact:

Clare Cross @ White Space Events on **01483 480699**
or email: info@whitespaceevents.co.uk



Client Terms & Conditions of hire

THE CONTRACT:

A contract shall be deemed to have been made between the Client and White Space Events Co. Ltd once the client has signed and returned the required booking form or confirmed requirements in writing to White Space Events Co. Ltd

The contract between client and White Space Events Co. Ltd will mirror that of the contract between White Space Events Co. Ltd and Burhill Golf Club to ensure that all terms & conditions are adhered to by all parties.

PAYMENT TERMS:

White Space Events Co. Ltd will request a 30% deposit payment from the client to confirm their booking and this will be payable upon signature of the client contract. For dry hire of the venue, White Space Events Co. Ltd will pay Burhill Golf Club the sum of £1000 inc. vat to secure the venue on behalf of the client on the date specified.

A further deposit of 50% will be due to White Space Events Co. Ltd by the client 3 months prior to the event and the remaining balance will be required to be paid at least 14 working days prior to the event itself. Full payment on dry hire of the venue will be made to Burhill Golf Club by White Space Events Co. Ltd prior to the event day.

Full payment must be received prior to the event. If payment is not received, Burhill Golf Club and White Space Events Co. Ltd reserve the right to cancel the event.

All payments received are non-refundable and non-transferable.

All client payments will be made to White Space Events Co. Ltd as the Event Management Company who in turn will pay any required fees to Burhill Golf Club.

LATE BOOKINGS:

Bookings made within eight weeks or less of the event will be invoiced in full and payment will be required in full at the time of the booking.

CANCELLATION FEES:

Cancellations by client can only be accepted in writing and will be effective from the date received by White Space Events Co. Ltd. The following charges will apply:

From 18 months to 6 months prior to the function:	25% total cost
From 6 months to 3 months prior to the function:	75% total cost
From 3 months to 1 month prior to the function:	90% total cost
Less than 1 month:	100% total cost

CATERING COMMISSION:

Caterers utilised by client, other than those contracted by Burhill Golf Club and White Space Events Co. Ltd to cater for events in the grounds of the Club, will be subject to a venue commission. All caterers must adhere to the strict Food Safety Guidelines and all relevant documentation must be completed and received by White Space Events Co. Ltd at least 14 working days prior to the event. The General Manager of Burhill Golf Club has the final decision on whether a caterer can work within the grounds of the Golf Club.

EVENT SECURITY:

White Space Events Co. Ltd will employ the services of a Security Company for all events taking place after 7.00 pm. Guards will be charged at £25.00 per hour + vat per guard for a minimum of a 5 hour period.

LIABILITY:

Burhill Golf Club and White Space Events Co. Ltd does not accept any liability, whatsoever, whether financial or otherwise for any loss, damage or injury to any person or their property howsoever caused.

Client will be responsible for the cost of any externally arranged entertainment, services or activities organised directly with external suppliers. White Space Events Co. Ltd to ensure that any necessary statutory obligations and requirements are complied with – for e.g. PAT certification on electrical equipment. Burhill Golf Club reserve the right to approve all such arrangements.

White Space Events Co. Ltd will be liable for leaving the venue grounds in the same condition as found – re. rubbish cleaning and tidiness.

Client Terms & Conditions of hire

BREAKAGES, DAMAGES & LOSSES:

Client will be liable to pay the cost for replacing any glasses broken during the period of event. Also for the loss of any chair covers/sash bows or overlays if applicable and table centre vases or candelabra.

FORCE MAJEURE:

Burhill Golf Club and White Space Events Co. Ltd accepts no responsibility for and shall not be liable in respect of loss, damage, subsequent loss or changes caused for force majeure events such as strikes, riots, political unrest, hostilities, war or threat of war, terrorist activity, industrial dispute, fire, flood, technical problems, extreme weather causing restriction or close of similar events beyond our control.

EVENT MANAGEMENT:

All marquee events taking place at Burhill Golf Club must have an Event Co-Ordinator employed by White Space Events Co. Ltd to oversee all aspects of the event which will include on-site attendance for the duration of the event.

A copy of the event itinerary to be forwarded to Burhill Golf Club two weeks prior to the event taking place for distribution with the Golf Club's function sheets.

White Space Events Co. Ltd to liaise closely with Burhill Golf Club on all timings to ensure the smooth running of both internal events and marquee events.

FOOD & BEVERAGES:

All alcohol or soft drinks supplied by clients for any marquee events in the grounds of Burhill Golf Club will be returned to the Caterer's premises following the event. Under no circumstances are guests or clients allowed to remove the alcohol or soft drinks from the marquee. Security will be on site to enforce this and no exceptions will be allowed. Client will make arrangements with the contracted caterer to collect any surplus alcohol or soft drinks at a mutually convenient time at their premises post event.

Under no circumstances must any food or beverages supplied by the contracted caterer within the remit of the marquee be consumed anywhere other than the contracted area. No food or beverage must be taken in Burhill Golf Club.

TIMINGS:

White Space Events Co. Ltd will produce a full event schedule so that all suppliers, client and Burhill Golf Club can work from.

For wedding bookings with a Marquee, the Bride & Groom will be able to utilise the main Club grounds for photographs only with prior consultation between White Space Events Co. Ltd and Burhill Golf Club.

Music will finish at 12.30 am within the marquee and grounds must be vacated no later than 1.00 am, in accordance with our licensing laws.

FIREWORKS & SKY LANTERNS:

The above are not permitted to be utilised within the grounds of Burhill Golf Club.

FIRE, HEALTH & SAFETY:

White Space Events Co. Ltd to ensure that the following Health & Safety issues are adhered to:

- High Specification heaters and air conditioning units are utilised throughout the structure where applicable.
- All fire exits and exits remain clear at all times.
- All structures will have the required amount of fire doors with illuminated fire exits.
- That a fire evacuation procedure and fire assembly point is agreed prior to any event taking place.
- That the event co-ordinator is fully conversant of the fire evacuation procedure.
- That temporary WC facilities are provided.
- That there is at least one qualified first aider on duty for events where staffing exceeds 100 persons and that this is increased by one in multiples of 100 thereafter.
- All suppliers utilised on the day to have public liability insurance and can provide risk assessment schedules as required.

ACCEPTANCE:

Payment of any amount in respect of a booking shall be construed as acceptance by White Space Events of the above terms & conditions.