



COTSWOLDS HOTEL & SPA  
CHIPPING NORTON

# DRY HIRE

at Cotswolds Hotel & Spa

## PACKAGE INCLUSIONS:



The Amara Ballroom 9am – 00:30am



Draping, Fairy Lights & Chandeliers



5ft & 6ft Rounds



6ft Trestle Tables



Small Cake Table



Up to **200** Chiavari Chairs



Unlimited Corkage or CHS to staff bar



Private Terrace and Private Bar



10% Discount Code for Bedrooms



Kitchen access (to include microwave, hobs, work surfaces, sink & oven)

## EXTRAS:



Tables & Chairs  
**£5pp**



6 Seater Golf Buggy  
for Photos  
**£100.00**



Bridal Suite  
£175.00 per night  
(to include breakfast  
for up to 2 guests)



BEAUTIFUL SPACES. UNFORGETTABLE MOMENTS.



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# DRY HIRE

## BOOKING TERMS



### DRY HIRE AND THE VENUE

- To be clear, with the dry hire package, the hotel has no involvement in the lead up or on the day of the event, this will be done by your external events company. Prior to the day we will of course be able to answer any questions about the venue and will be requesting your suppliers H&S documentation but all planning and details would be external. If any of your suppliers would like to visit the hotel prior to the event (this is recommended for Caterers) this can be arranged with the Events team with prior notice.



### CASH RETAINER

- A £1,500 security deposit is required against the venue being returned in the same clean and tidy condition it was hired to you and within the contracted times all equipment and rubbish to be removed. This also covers any general damage, missing equipment from the kitchen and the kitchen along with all rooms used being left in a clean state, with rubbish taken away from the venue. If the venue is not left in a standard we are happy with money will be deducted from your bond. Non-removal of rubbish or failure to clean the venue will result in loss of deposit.



### CAPACITIES

The Amara Ballroom can accommodate up to 23 round tables in the main fairy light section, a further 7 into the mid section and a further 16 tables in the glass section, making a potential for 46 tables. Please note that your set up plans may impact on this capacity when factoring in space for a dancefloor / DJ / staging or anything else you want to have in the room. We would suggest with factoring this in you could have a **maximum of 40 tables** but this may be less depending on your set sizes.



### CEREMONIES

If you wish to book a legal wedding ceremony as part of your special day, you are responsible for organizing this directly with the Oxfordshire Registrar. There is no charge from the Hotel for this as we do not take part in this at all unless you booked an additional space which would then be charged. Your events team will be responsible for setting this up, turning it around for the main event and to also run the ceremony for you. Please – do make us aware of any arrangements made with the Registrar. We do also allow religious ceremonies including Hindu ceremonies with the ceremonial fire. Please notify us of this prior to the day.



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### WHAT YOU / YOUR CATERERS / DÉCOR / EVENT COMPANY ARE RESPONSIBLE FOR:

- All Set-up and de-rig of event (plus any turnarounds of the setup or plus any changes to the event setup)
- Send a copy of these terms and conditions to your caterers
- Event Management – before and during the event
- All staffing of event – the hotel will not be supplying any staff
- Table linen, cutlery, crockery and glassware
- All catering equipment including: cookers, ice machines, water urns, freezers etc
- Catering / Kitchen space – Your caterer will have the options to set up a gazebo outside of the Ballroom. You will also have access to the ballroom kitchen
- All Decoration
- To tidy and clean the venue at end of use, including the kitchen area.
- All rubbish to be taken away from the venue.



### HEALTH & SAFETY DOCUMENTATION:

For all events, you, the client, are responsible for providing the following documentation in accordance with the Health & Safety at Work Act 1974. This is to be provided for all third-party contractors visiting Cotswolds Club under your instruction (such as bands, DJs, entertainers and caterers). Please note these must be received before the event can take place:

- ✓ Public Liability Insurance
- ✓ Copies of electrical testing certificates (PAT test certificates)
- ✓ Food hygiene certificates & rating
- ✓ COSHH risk assessment



### KITCHEN ACCESS:

When hiring the ballroom kitchen your caterer will have access to the worktops, hobs, oven, microwave, fridge and sink. Any damages by your caterer will be charged from your security deposit and you are responsible for all of your third-party suppliers.



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### GOLF COURSE:

As we are a fully operational golf club, the course will remain open during your event.

In this instance the golfers will have use of the toilet facilities and changing rooms on the ground floor, and then also use the upstairs room as their bar and meeting area. The hotel remains open to guests who will also have access to the main hotel bar, restaurant, spa and any other function space.



### PHOTO AREAS:

You have a private terrace that can be used for wedding photos as well as a small grassed area on the other side of the terrace, which is not part of the golf course. The remainder of the surrounding grounds are part of the golf course and you and your guests do not have access to this area.

A 6 Seater Golf buggy can be hired for £100.00 along with a member of hotel staff to take you to the photo spots within the course for couple photos. Photo times are subject to availability and golf course activity on the day.



### BEDROOMS:

We will not hold bedrooms for your event but we can offer you a discount code that you can share with your guests. This will give guests 10% off of the current selling rate at the time of booking and will also add on complimentary breakfast for up to 2 per room.



### DEPOSITS:

- £1,500 deposit
- 25% at 12 months prior
- 50% at 6 months prior
- Final Balance 1 month prior



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# ADDITIONAL SERVICES & ENHANCEMENTS



## EARLY ACCESS

Arrive early to assist with your event setup and preparations, subject to availability.

- Access prior to the standard hire period
- Ideal for decorators, suppliers and setup teams
- Charges may apply
- Please enquire with our Events Team for availability



## CLEANING SERVICES

A post-event cleaning service can be arranged to ensure the venue is returned to its original condition.

- Standard cleaning requirements
- Additional cleaning for larger events if required
- Charges may apply depending on event size and requirements



## BAR WORKTOP USE

Use of the bar worktops can be made available to support catering and beverage service requirements.

- Suitable for external caterers and suppliers
- Subject to venue guidelines
- Availability to be confirmed prior to your event



## GETTING READY ROOM

Our dedicated Getting Ready Room provides a comfortable and private space for preparations before your event.

- Private use prior to your celebration
- Ideal for bridal parties and event hosts
- Convenient access to venue facilities
- Subject to availability



## ADDITIONAL OPTIONS

Further enhancements may also be available, including:

Extended hire periods

Additional furniture hire

Supplier access arrangements

Photography location access

Bespoke event requirements



Please speak with our Events Team for current availability and pricing.