



Wodson Park Sports Centre
Wadesmill Road
Ware
Hertfordshire SG12 0UQ
Tel: 01920 487091
Reg Charity No. 1101130
www.wodsonpark.com

Wodson Park is happy to allow use of the Wadesmill Suite at a nominal charge of £100.00 on Friday evenings for the purposes of non-profit making community and charitable events.

In order to qualify for the reduced charge the following conditions must be met:

1. Evidence that the hirer is representing a bona fide community or charity group may be required before a booking is accepted
2. The event must be for adults only. Fundraising for children's groups is acceptable but we will not accept a booking for an event which will predominately be attended by under 21 year olds.
3. Access to the Wadesmill Suite is from 5pm onwards unless specifically agreed in advance. Wodson Park reserves the right to charge for access prior to 5pm
4. The hiring organisation is responsible for setting up and clearing away the events. This includes stacking chairs and tables and sweeping the floor at the end of the evening.
5. Under no circumstances can alcoholic beverages be brought into Wodson Park. The only way we can subsidise the use of the Wadesmill Suite is by generating income through bar sales. Please ensure everyone attending the event is fully aware of this restriction as the bar staff will confiscate any alcohol not purchased on site. Bottles of alcohol may be used to generate income for the hirer e.g. as raffle prizes, but the alcohol must not be opened or consumed on site.
6. The area available is the dance floor and bar area 1. If extra space is required, for example bar area 2, then an additional charge will be levied.

Helping you plan your event

We know how much hard work is involved in planning and running a fundraising event so our talented chef has developed a selection of menus to suit most tastes and budgets.

We offer a special charity evening supper menu from £5.00 per person. Dishes include:

- Ploughman's Supper – *ham & cheese ploughman's with pickles & crusty bread*
- Chilli and Rice
- Vegetable Pasta Bake – *cooked pasta & vegetables in a tomato & basil sauce, served with a green salad*
- BBQ Chicken Strips & Salad – *served with tortilla chips*
- Cold Cutting Pie & Assorted Cheeses - *with pickles, grapes and crusty bread served on a platter at the table*

Other items are also available, including finger buffets, hot fork buffets, formal dinners and tasting plates. Please ask if you would like more information.

If you would prefer to provide your own food that is acceptable, however you must ensure that any food brought onto the premises is stored appropriately.

You must also ensure that you comply fully with the Food Information for Consumers Regulations (EU FIC) and ensure all food is clearly labelled to provide specific allergen information.

There is no access to kitchens or refrigeration facilities for groups providing their own food. The use of professional external catering companies is not permitted

If you provide take away food, such as pizza or fish and chips you must ensure that all rubbish is removed from the site at the end of the evening and disposed of properly. Wodson Park is subject to landfill tax and any waste which exceeds of our quota is subject to charge. Anyone found dumping rubbish on the site or around the bin area will not be allow to hire the facility for a charity/community event in the future.

The Wadesmill Suite includes a well-stocked bar, and the hire charge includes the cost of bar staff. Crisps and nuts are available from the bar but groups may provide their own bar snacks if required.

Use of other equipment, such as the PA system or whiteboard, may be permissible if it is not required elsewhere but this is at the discretion of the General Manager and must be arranged in advance.

If you require any further information our experienced and knowledgeable function team will be very happy to help.



Sports and Leisure Centre

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Contract Booking Form

Name:

Address: _____

Postcode: _____ Email: _____

Phone Number _____ Mobile No _____

Membership No (if applicable) _____

Date of Function:

Nature of Function:

Number of People: Age Group

Catering Required

Area(s) to be hired:

Hire Charge: £100.00 Date of Booking

Additional requirements:

Date payment received..... Payment made by BAC/Cheque/Cash

Receipt Number:

Signatures: Hirer Wodson Park.....

Date

Date