



Guests and Visitors Guide 2024

Introduction

One of the benefits of being a member of Surbiton CC is that members are able to bring guests to the club and, by prior agreement, use the club facilities for private events.

This document expands on the basic guest fees in the Members Handbook and provides a guide for members wishing to bring guests to the club.

It also provides an overview to members of the club's policy for other parties to make use of the clubs' facilities. However, all such requests should be referred to the Club Secretary who will liaise with the relevant people to confirm the details of each request on a case by case basis.

Changes from 2023:

- Minor typographical updates including changing references to the CA to CqE
- Update to corporate event information
- Committee approval of club usage by outside organisations

Members Family and Friends

Members can book lawns and/or the club house for use with family and/or friends. This should be done by labelling the lawn booking as "<name> plus guests".

The Member organising the event is responsible for ensuring that their guests make proper usage of the lawns, ensuring that all equipment is put away afterwards and the club-house is left secure and in a tidy state.

If the BBQ is utilised the Member must ensure that the charcoal ashes are disposed of and the BBQ grids are cleaned ready for the next user. It is understood that for an evening event this cleaning operation may take place the following day.

Booking the clubhouse does not give the Member exclusive use of the facilities. Members playing on the other lawns will need to use the toilets and get drinks but should try and limit their interference with the event.

Private bookings for more than 2 lawns must be agreed through the Club Secretary

The names of the guests – and the Member bringing them - must be entered into the Guest book which is situated on the Marmalade table or on the bar.

The following fees apply for 2024 and are unchanged from 2023:

- £6 /guest for use of the lawn/equipment for up to 4 hours (max of £30/lawn)
- £10/ guest for all day usage of a lawn/equipment (max of £50/lawn)
- The £1 for tea/coffee and £1.50 including biscuits also applies to guests
- The membership bar prices also apply to guests. If having a party and bringing your own drinks a donation for 'corkage' is considered appropriate. (suggested £2 a head)

Other Croquet England Clubs

Clubs wishing to hire lawns for Croquet England (CqE) events will be charged the standard current CqE daily lawn-hire Base rate.

For this rate the club will:

- Open up the club-house
- Set out the required lawns
- Provide a presence throughout the day
- Man the bar and provide tea/coffee on request
- Clear the lawns at the end of the day
- Close up the club-house

The renting club(s) are expected to:

- Provide their own food (unless other arrangements have been made)
- Clean and put away all kitchenware, plates, cutlery and glasses used.
- Pay £2 for all day tea/coffee/biscuits (if they use them)

A special daily rate of £20/lawn (instead of the standard CqE rate) is available to local clubs who only have 1 lawn and wish to use 2 lawns to stage interclub matches at Surbiton. In this case Surbiton will only open up the club at the start of the day and close up at the end.

Surbiton may not have a presence at the club all day but will provide a contact number of a local member in case of issues. In addition to the expectations for full CqE club lawn hire - the renting club will also be responsible for setting out and clearing the lawns and also for collecting the money for any drinks consumed.

The person confirming the booking is responsible for identifying which club member(s) will be responsible for opening up, collecting the fee, supporting the day and closing up afterwards.

Non members

Visiting players from other clubs affiliated to CqE are charged £6/day for using a lawn on the basis that they can only play when there are Surbiton members at the club. Under normal circumstances, it is anticipated that the visit would have been arranged with a club member who will be responsible for looking after them whilst they are at the club.

It is not the clubs' policy to offer a public 'pay to play' facility.

By prior arrangement, it maybe possible for social croquet players (ie, those who are not members of a club but have played croquet at some point) to rent a lawn as long as there is a member of the club present to oversee their use.

To minimise the possibility of damage to the equipment and/or lawns the member arranging the booking should be satisfied that the visiting players have sufficient knowledge of the game and use of equipment.

The cost is £10 per person (min £40 per lawn) per 2 hour period if it coincides with a standard roll-up time when other club members will be at the club.

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There is a minimum of £80 per 2 hour period at other times as a club member will need to be arranged to mind the club during the rental period.

Non members wishing to use club facilities should contact the Club Secretary

Corporate/Private Events

The clubhouse and lawns can be booked for Corporate/Private events. These can provide a good source of revenue for the club and can result in new members.

The club's preference is for afternoon/evening events as this leaves the facilities free for club members in the morning (the most popular time to play)

Any enquiries for Corporate/Private events should be directed to the Club Secretary.

The following is a list of 'selling points' that members can mention if asked about Corporate/Private events:

- Play on lawns used for world championships
- Ideal social event for any mix of people – regardless of age, sex or physical ability
- Can accommodate and cater for up to 60 People (with 5 lawns accommodating 40 playing croquet at any one time – double banked doubles on each lawn)
- All equipment provided, players just need to wear flat shoes
- The club will provide coaches for each group.
- Play can be friendlies or we can organise a competition
- Club car park with easy overflow parking on adjacent road

The cost will depend on exact requirements but an indicative, basic, cost is £40/head for 4 hours (eg: 13:00 to 17:00 or 17:00 to 21:00) or £50 for 6 hours (eg: 15:00 to 21:00) subject to a minimum of £600.

This would typically include:

- Use of the club-house
- Hire of lawns (1 lawn per 8 people who will play croquet)
- Hire of equipment
- Provision of 1 coach for every 2 lawns
- Provision of Tea/Coffee/Water/Squash
- Provision of a 2 course meal - main and desert

Not included:

- Alcoholic drinks
- Proprietary soft drinks (eg Coke, J2O, Mineral water)

These can be provided as a Cash bar or on a Corporate Tab

Alternative catering arrangements can be made by agreement. We do not encourage event organisers to do their own catering or provide their own drinks. As a guide, we would offer a £5 per person discount for not providing any catering (including tea/coffee) and charge an additional £5 if they provide their own drinks.

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All corporate bookings have latest finish time of 21:00

Hire for non-croquet use by outside organisations/non-members

The clubs general policy is not to hire out the clubhouse to organisations for non croquet related purposes (eg, for a local company or society to hold a meeting).

The Committee may decide at its discretion to allow use of the Clubhouse/grounds on a one off or occasional basis:

- on a non-monetary basis for local charities or community groups,
- for an appropriate fee taking into consideration the terms of our lease and the principals of being a Community Amateur Sports Club.