



Hotel Guest Directory



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Welcome Letter

Dear Guest,

The entire team here at Sandford Springs joins me in wishing you a very warm welcome and a very pleasant stay with us. We strive to anticipate your needs and wishes, however should you require our local expertise or assistance please do not hesitate in contacting our team.

Within your welcome pack we have included some information that we believe will help you enjoy your stay with us. In the case of an emergency please contact reception on Ext 350 or upon hearing the fire alarm please assemble directly in front of the hotel but away from the building in the fire assembly point.

I hope you enjoy your stay with us and if I or any of my staff can be of assistance please do not hesitate to contact me. If you have enjoyed your experience with us, a review on Trip Advisor would be greatly appreciated.

Kind Regards

A handwritten signature in black ink, appearing to read 'Tom Moran', with a long horizontal line extending to the right.

Tom Moran
General Manager

Introduction

Set among the beautiful rolling hills of Watership Down in Hampshire with specular panoramic views of surrounding countryside, Sandford Springs is a visual and golfing delight to savour. Situated on the A339 between Newbury and Basingstoke.

Sandford Springs Golf Club is an ideal location for a round of golf Sandford Springs Hotel & Golf Club is a family owned golf club and part of the Leaderboard group. The group also offer The Oxfordshire Hotel, Spa & Golf Club, Dale Hill Hotel & Golf Club.

Leaderboard Golf is owned by Paul & Jennifer Gibbons who take an active role in the day to day running of each property.

Its unique 27 holes layout, comprising a trio of testing nine hole circuits – The Park, The Woods and The Lakes – ensures a varied challenge amid enviable geography that is both distinct and memorable. The driving range, well-stocked Pro-Shop with custom-fitting services, friendly, welcoming membership and clubhouse, complete with a fantastic food menu, all contribute towards making Sandford Springs the enticing place it is.

Sandford Springs is a stunning wedding venue licensed to hold wedding receptionist and civil ceremonies for up to 100 people and evening celebrations for up to 200 guests and a great place for meetings, events, team building days and celebration parties.

Telephone Numbers

Internal Telephone Calls & Numbers

Reception/ Room Service – 350

Pro Shop – 208/213

Clubhouse Reception – 201/211

Sandford Lounge & Restaurant – 209

Other Important Telephone Numbers

(To dial an outside line press '9')

Emergency Services (Police, Ambulance, Fire) – 999

Police Non-Emergency Number – 101

NHS Non-Emergency Number – 111

Local Pharmacies

Kingsclere Pharmacy – 1.2 Miles – 01635 298 419

Morland Pharmacy – 3.8 Miles – 01189 820 157

Holmwood Pharmacy – 4.00 Miles – 01189 811 984

Check In & Check Out

Check in is available any time from 3:00pm onwards. We ask that rooms are vacated by 11:00am on the day of your departure, however should you need to store your luggage please advise Reception who will be most happy to arrange this. Please contact Reception should you require a late check out and we will endeavour to accommodate your request, there may be a charge incurred should the request be any later than 11:30am.

Guest Supplies

Guest supplies including shaving kits, dental kits, shower caps & ear plugs are available from Reception and are charged as taken, this can be added to your bill as an incidental.

Housekeeping

Please contact Reception should you require any additional amenities or room supplies. If you require fresh towels (if you are staying for longer than one night) please place all used towels in the bath and Housekeeping will then replenish them.

Ice Machine

The ice and water machine is at Reception and is available for all guests to use. If you require assistance with use do not hesitate to ask.

Laundry Service

If you would like your clothes laundered please complete the form with your laundry bag (located in the wardrobe) and hand both to Reception before 9:00am. All clean laundry will be placed in your room after 5:00pm the day it is returned.

Loyalty Scheme

Sandford springs are currently running a loyalty scheme based on number of nights stayed per year. Please [click here](#) for more information.

Corporate Rate

If you are a regular Guest in the area and you are looking for a discounted rate please ask reception for more information.

Safe

The safe is located in the right hand side of the bedroom wardrobe.

Operating instructions:

1. Press reset then 0000, this will open the safe.
2. Enter a 4 digit pin of your choice.
3. Close the door & press lock.
4. Use your 4 digit pin to unlock.
5. To relock close the door and enter your 4 digit pin again.
6. Contact Reception if you have any issues.

Smoking

We operate a non-smoking establishment, meaning that all inside areas including bedrooms are non-smoking. There are designated smoking areas outside the hotel.

Telephone

To make internal room to room calls you will need to dial 4 before the room number. For example to phone room number 21, you would dial 421.

Television & Radio

All Televisions have Freeview channels available. Radio channels are available through the television.

Umbrellas

The umbrellas in your room are for your use whilst staying with us. If you wish to keep them, please take them with you to Reception on departure and they will add a charge of £10 per umbrella to your final bill.

Wake Up Calls

Please call Reception to arrange a wakeup call at a time of your choice.

Wi-Fi

Wi-Fi is available throughout the hotel and golf club. There is no code for this, you simply need to connect to 'Sandford Springs' on your Wi-Fi settings.

7 Breakfast

Breakfast is available from 7:00am-10:00am Monday-Friday and 7.30am-10.30am Saturday & Sunday. Breakfast is served in The Fairview Restaurant on the ground floor of the hotel. Bank holiday timings will be as weekends.

The Halfway House

During a game of golf you can enjoy a range of hot and cold snacks, drinks, cakes and confectionery that are on offer at the Halfway House. The Halfway House is conveniently located next to the 10th tee and the 18th green.

The Sandford Lounge & Restaurant

Located on the ground floor of the Clubhouse, The Sandford Lounge & Restaurant offers all day dining overlooking the golf course. The cuisine we serve is classed as classically British, is made using as many local ingredients as possible and is freshly cooked onsite. The menu is also available for room service.

[Click here to book now](#)

The Terrace & Patio

The Terrace is a covered dining area leading out to the patio set in stunning surroundings overlooking the Lakes Course. With its louvered roof and bi-folding windows, relax in an open al fresco environment. Meet with your friends and family in a relaxed environment and enjoy everything The Terrace has to offer.

The Fairview Restaurant

Located in the Sandford Springs Hotel, the Fairview Restaurant and Bar offers delicious dining with stunning views over the Woods Course. Join us for our specialty Sunday lunch, featuring succulent roasts, crispy potatoes, seasonal vegetables, and rich homemade gravy. Check with reception for seasonal opening times. [Click here to book now](#)

Meetings & Events Information

Sandford Springs now has a total of 6 meetings and events rooms that can hold from 2-180 people. We can cater for anything from an interview up to a wedding ceremony or a residential conference.

Please enquire at Reception for information and pricing for any type of event or function.

Boardroom

The Boardroom is on the first floor of the Clubhouse opposite the Kingsclere Bar & Restaurant so you could enjoy a meal or snack in between meetings. This room can accommodate up to 10 people for a meeting or for private dining.

Clock House

The Clock House features 3 modern and bright meeting & events spaces. On the ground floor the Leaderboard & Davies Suites are perfect for team building and smaller meetings. These can be combined to accommodate up to 38 people.

On the 1st floor the Clock House Suite is licensed for wedding ceremonies and can seat up to 70 people theatre style.

Garden Suite

The Garden Suite is our largest function room and is ideal for weddings, larger conferences, banqueting and celebrations. The suite has a built in dance floor & bar, as well as views over the course. 140 people can be seated comfortably for dinner & events.

Sandford Lounge

The Sandford Lounge is located on the ground floor of the Clubhouse and is ideal for training, meetings, private meals or corporate parties. The Sandford Lounge has excellent natural daylight and views over the lakes on the golf course. We can offer seating for up to 60 people for dinner

The Kingsclere Suite

The Kingsclere Suite is our second largest function room. Located on the first floor of the Clubhouse, the Kingsclere Suite offers unique panoramic views of the golf courses in a wonderfully relaxed environment.

Golf Information

The Clubhouse is the large building at bottom of the car park. Inside the clubhouse are The Sandford Lounge & Restaurant, the pro shop, golf changing rooms and our meeting and events rooms. Many of the rooms have excellent views over the lakes on the golf course.

Driving Range & Putting Green

Our driving range features 8 covered bays and 4 outdoor bays at a distance of up to 250 yards.

Contactless ball dispenser with a selection of vends to suit your needs. We also have a short game practice area comprising of a 9 hole putting green, chipping green and a practice bunker.

Dress Code

Golf Course:

- Headwear should be worn correctly.
- Recognised collared, golf shirts should be worn. We ask that shirts should be tucked in unless tailored to fit the waistline.
- Football, Rugby or T-shirts are not acceptable.
- Only tailored shorts to the knee or trousers are acceptable and can be worn with either long or short socks.
- Shorts designed for the gym, football, rugby or swimming are not acceptable.
- Golf shoes must be worn on the golf course for your safety.

Clubhouse:

- Smart casual wear is acceptable including smart jeans.
- We allow clean golf shoes in the Clubhouse ground floor only.
- Please remove any headwear in the Clubhouse.

The Pro Shop

The Pro Shop is located in the Clubhouse and stocks a large range of golfing supplies with custom fitting services. Opening times vary by season. Please see the Pro Shop for times and fees. We strongly advise guests to reserve tee times prior to their arrival. Tee times cancelled less than 24 hours in advance will be charged at full rate.

Green Fees

Late availability green fees can be purchased directly from our booking website:

[Click here to book now](#)

On Course Expectations

Ability:

We don't need you to be the world's greatest golfer to play here at Sandford Springs but in order for you to have fun and not infringe on anyone else having fun we need you to be able to do the following:

- Have an understanding of golf etiquette and how to care for the course.
- Be able to get around the course in good time (approx. 2 hours for 9 holes or 4 hours for 18 holes when playing in a 3 ball). Although we don't ask for handicap certificates we do expect you to be able to attain a certain level to be able to get around the course in good time.

Pace of Play:

- Be ready to play your next shot. Do your best to keep up with the group in front of you.
- If you are holding up the group behind please let them play through. Ensure you are on the tee 5 minutes before your start time.

Care of the Golf Course:

- Please leave the course as you would wish to find it. Replace divots. Use the divot boxes on the tees. Repair any pitch marks on the greens. Rake bunkers after use and only enter and exit a bunker from the rear. Keep trollies and buggies off the fringes and approaches of greens.

On Course Advice:

- All yardages are to the centre of the green - 150 yard markers are white topped posts to the side of the fairway. 100 yard markers are yellow plates in the fairway.
- Pin position system: Red flag = front, Yellow flag = middle, White flag = back.
- Please shout FORE if you hit a wayward shot.

Local Towns & Cities

Kingsclere – 1 mile. The most convenient village with some small local shops.

Tadley – 6 miles. A small town with a number of shops, supermarkets, pubs & restaurants.

Basingstoke - 9 miles. A diverse town with many attractions, shops, a large shopping centre, pubs & restaurants.

Newbury – 9 miles. A market town with many shops and restaurants.

Local Attractions

Milestones Museum – 7.2 Miles - RG22 6PG

Milestones Museum is a Museum made up of a network of streets that have been recreated on those found in Victorian and 1930's Hampshire.

Highclere Castle – 7.4 Miles – RG20 9RN

As the set of Downton Abbey, Highclere Castle is a beautiful building and a warm welcoming home to visitors and guests at events and celebrations held there. Apart from exploring the Castle, the Egyptian Exhibition fascinates adults and children, whilst the surrounding grounds and gardens provide peace and tranquillity.

Manydown Family Farm Fun – 7.6 Miles – RG23 8PU

Manydown Family Farm Fun is a giant living crop field and is just over two acres in size. There are loads of things to do at Manydown including an adventure play area, farmyard animals, tractor and trailer ride, go karts, woodland walks and an animal handling area.

Festival Place Shopping Centre – 8.5 Miles – RG21 7BA

With over 160 shops, 20 restaurants, cafes, bars, a multi-screen cinema, sports centre and the discovery centre, there are lots of things to enjoy both day and night.

Bombay Sapphire Distillery – 8.8 Miles – RG28 7NR

Dating back to the year 903 and used over 290 years ago as a supplier to the Bank of England for banknote paper, Bombay Sapphire at Laverstoke Mill has a rich history and heritage. In 2014 Laverstoke Mill was converted in to a state of the art distillery. Guests can now enjoy a visit to the distillery as well as a complimentary cocktail in the Mill bar after their tour.

The Vyne – 8.9 Miles – RG24 9HL

Surrounded by beauty & steeped in history. An intimate family home, the history of the Vyne spans centuries. The Gardens are a peaceful escape with secret picnic spots, or you can stroll by the ornamental lake. Why not take in the restored Walled Garden, now a working kitchen garden providing delicious, fresh and seasonal produce to our Tudor tea-room. The ancient woodlands offer something for every season from the carpet of spring bluebells to autumn leaves. Sneak into the wetland bird hide and experience glimpses of wildlife.

Ashdown House – 10.6 Miles – RG17 8RE

An unusual Dutch-style house in the Berkshire Downs. This extraordinary building has the appearance of a doll's house which is nestles in a beautiful valley, surrounded by woodland. It was built by Earl William Craven, as a house fit for the Queen he loved, Queen Elizabeth of Bohemia in 1622.

Winchester Cathedral – 22.1 Miles – SO23 9LS

Winchester Cathedral is one of the largest Cathedral's in England, with the longest nave and greatest overall length of any Gothic Cathedral in Europe. Dedicated to the Holy Trinity, Saint Peter, Saint Paul and Saint Swithun, it is the seat of the Bishop of Winchester and centre of Diocese of Winchester. The Cathedral is a grade I listed building.

Marwell Wildlife Zoo – 34.3 Miles – SO21 1JY

A visit to Marwell Zoo is a chance to get close to the wonders of the natural world - and play a big part in helping to save them. From ring-tailed Coatis to majestic Giraffes, endangered Tigers to frilled Lizards, curious Meerkats to pygmy Hippos - the 140-acre park is home to over 170 exotic and endangered species, in beautiful landscaped surroundings.

Stonehenge - 35.2 Miles - SP4 7DE

Stonehenge is a prehistoric megalithic structure on Salisbury Plain in Wiltshire, England, two miles west of Amesbury.

Local Amenities

Please contact Reception for further details on any amenity listed and directions of how to get to them.

Banking

The hotel does not offer a foreign exchange service or have a cash machine. The closest cash point is located in the local Shell garage. Alternatively all high street banks are in both Basingstoke and Newbury.

Chemist, Doctor, Dentist & Optician

Each of these services can be found in Tadley and Basingstoke.
(Doctors can also be found in Kingsclere)

Cinema

The closest cinema is the Vue Cinema in Basingstoke, there is also one in Newbury. Please contact Vue Cinema for details of times and the films being shown:
Basingstoke & Newbury - 0871 224 0240

Flowers

Please contact Reception if you wish to arrange any flowers. Please advise any preferred colours or flowers you would like in the arrangement, when speaking with Reception. This will be organised with our local florist and charged to your final bill as an incidental.

Library

Our local library is situated in Kingsclere: 08456035631, there are also libraries in both Basingstoke and Newbury.

Supermarket

The nearest local shop is Costcutter in Kingsclere or Budgens which is on route to Headley just off the roundabout going away from Kingsclere. Alternatively Basingstoke, Tadley & Newbury all have larger high street supermarkets that have longer opening hours.

Fire Safety

Please familiarise yourself with the nearest fire exits from your room. The hotel layout and where your bedroom is situated can be found on the back of your bedroom door, this will show the closest exits to the assembly point in front of the building.

Evacuation Procedure

If you discover a fire, activate the nearest break glass point and make your way to ground level (without using the lift) using the nearest fire exit.

The assembly point is located in the hotel car park. Once you are there you should inform the Fire Marshall of your name and room number so you can be accounted for. If you are trapped in your room please call Reception immediately. Please do not open the windows to escape as this may cause you harm and also adds fuel to the fire. To avoid smoke inhalation place wet towels by the door to stop any smoke coming into your room. You will always be assisted by either the Reception team or the Fire Brigade.

Sandford Springs operates a non-smoking policy across the whole property and satisfies UK legal requirements. We offer designated smoking areas, for these please contact Reception.

If you have any form of impairment/disability that might impede your evacuation in the event of an emergency, we would ask you to advise Reception and fill out the Personal Emergency Evacuation Procedure form on their arrival or at your earliest possible convenience once checked in, so that we can offer the appropriate assistance should an evacuation happen.

Health & Safety

- To avoid slipping whilst in the bath or shower, please use the floor mats provided.
- Please inform a member of staff if anything is damaged in your room, especially if there is glass that might cause harm.

Having said all of this, we trust you will have an enjoyable stay and that the evacuation procedure will not be required!

Thank you from all the team at Sandford Springs Hotel & Golf Club