

Berkhamsted Community Cricket and Social Club
Castle Hill, Berkhamsted HP4 1HE

CLUBHOUSE HIRE - BOOKING FORM

When signed, this form and the Terms and Conditions attached set out the terms of the agreement between Berkhamsted Community Cricket and Social Club (BCC&SC) and you (the Hirer) for this booking. Please return this form together with the Terms & Conditions and a £50 deposit to the Clubhouse Manager.

HIRER

Name: _____

Address: _____

Phone: _____ Email: _____

Hire Period: _____ Date: _____ Time: _____

Set-up Period: _____ Date: _____ Time: _____

EVENT DETAILS

Maximum No. of People Attending: _____

TV Monitor: YES / NO
DVD Player: YES / NO
Large White Screen: YES / NO
Microphone & Speaker: YES / NO
Main room YES / NO
Outside Decking YES / NO
Long Tables: YES / NO Number required: _____

FACILITIES REQUIRED

Deposit: Paid _____ Date: _____
Balance: Paid _____ Date: _____ (Due 1 week before Event)

I have read, agree and understand the Terms & Conditions which form a part of this agreement

Signature Date

PAYMENT DETAILS



Berkhamsted Cricket Club
Clubhouse Hire
Castle Hill, Berkhamsted HP4 1HE

Clubhouse Hire Agreement - Terms & Conditions

Introduction

These Terms and Conditions, together with a completed Booking Form, constitute the entire Agreement between the Hirer and Berkhamsted Community Cricket and Social Club (BCC&SC) for the hire of the BCC&SC Clubhouse for the Event. Please make sure that you read and understand this Agreement.

It is assumed that the Hirer has visited the Clubhouse and is familiar with the layout.

Facilities available for Hire

The following facilities are available for hire (the 'BCC&SC Clubhouse')

- Main room
- Outside Decking

Please specify on the Booking Form the facilities required. For the avoidance of doubt, the kitchen is not available for hire.

Hire Period and Facilities Hired

The Hire Period as detailed on the booking form is the time during which the Hirer has exclusive access to the BCC &SC Clubhouse.

The Set-up Period as detailed on the booking form is the time prior to the Event when the Hirer may access the BCC&SC Clubhouse for the purpose of preparing for the hire but does not have exclusive access to them. The Hirer must ensure that BCC&SC members and users are able to make use of the BCC&SC Clubhouse during the set-up period. If in doubt, the Hirer should extend the hire period.

The Hirer acknowledges that he/she does not have access to the BCC&SC Clubhouse outside these times.

Decorations and Furniture

Any decorations, balloons, bunting etc may only be attached with non-marking tape or equivalent. No decorations of any kind may be attached to the papered wall. The Hirer must not damage the walls or fixtures and fittings of the BCC &SC Clubhouse.

The Bar and Catering

Once a booking has been confirmed through the clubhouse manager, catering arrangements should be made through our preferred caterers RUMBLES.

The Hirer may not supply their own food without the agreement of the clubhouse manager and all licensing laws will be enforced. Hirers are NOT permitted to bring their own alcohol under any circumstances.

Post Event and Cleaning

The Hirer must remove all items brought to the any decorations & personal items by 1pm on the day after following the Hire Period.

If, in BCC&SC's reasonable opinion, a degree of cleaning is required above that which might reasonably be expected, BCC&SC reserves the right to make a further charge appropriate to the additional cleaning required and/or withhold the Hirer's deposit. The terms of this clause refer to all areas hired.

Discos and Live Bands

If the Hirer's Event includes a disco, band or other live entertainment, BCC&SC will require evidence of appropriate insurance cover.

Smoking Policy

Smoking is not permitted anywhere within the BCC&SC Clubhouse. If guests smoke outside they must use the ashtrays or bins provided. Cleaning of external areas is not included in the standard cleaning charge and may incur additional costs.

Car Parking

Vehicles may not be left at the BCC&SC Clubhouse overnight.

Electrical Testing and Safety

Any electrical equipment brought into the clubhouse must be PAT tested. The Hirer may be required to provide evidence of this.

The Hirer may not block any fire exits, move fire extinguishers or interfere with fire alarms.

Variations and Special Terms

These Terms and Conditions may only be varied as detailed on the booking form.

Payment Terms

A non-refundable deposit of £50 is required along with a completed booking form to confirm a Hiring. The balance due must be paid at least 7 days before the date of the Hiring.

Cancellation Policy

In the event of the Hirer cancelling the Event with less than 14 days' notice before the Hire Period no refund will be given and the Hirer will be responsible for the full Hiring fee.

BCC&SC reserves the right to cancel the Event at any time for any reason including for a force majeure event. BCC &SC will notify the Hirer as soon as possible of such cancellation. Such grounds for cancellation include but are not limited to reasonable grounds for concern about the planned Event or for any other reason beyond BCC&SC's control. In such circumstances, any deposit paid will be returned to the Hirer but BCC&SC shall have no liability for any loss including consequential loss that the Hirer may incur.

Bar

Last orders for drinks are at 11.45pm, with drinking up time being midnight.

Damages and Other Responsibilities

The Hirer is responsible for any damage to the BCC & SC Clubhouse or other property however caused during the Hire period. The Hirer is responsible for the behaviour of his/her guests.

A deposit of £100 is required to be paid to BCC&SC prior to the Hire Period in respect of damage or lost items. This will be refunded assuming that no damage has been caused or items lost. BCC&SC reserves the right to deduct an amount from the deposit proportionate to the damage caused or charge the Hirer for an additional amount over the £100 deposit should the damage or lost items amount to more than £100.

The Hirer will comply fully and promptly with all BCC&SC instructions relating to the Event.

The Hirer is responsible for the conduct of their guests. BCC&SC reserves the right to remove intoxicated guest from the premises.

BCC&SC reserves the right to call short a function if guest do not act responsibly.

The Hirer shall indemnify BCC&SC against all liabilities, costs, expenses, damages and losses and all other costs and expenses suffered or incurred by BCC&SC arising out of or in connection with a breach of this Agreement or the conduct of the Hirer or the Hirer's guests in connection with the Event:

The Hirer must accurately describe the Event on the booking form. Should the Event differ from that specified on the Booking Form, BCC&SC reserves the right to cancel the Event.

BCC&SC takes every measure to comply with all legal legislation, including the Licensing Act 2003. The Hirer must comply with all laws in connection with the Event including the following four licensing objectives;

- The prevention of crime and disorder
- The prevention of public nuisance
- Public Safety
- The protection of children from harm