

# **BERKHAMSTED COMMUNITY CRICKET AND SPORTS CLUB**

## **BCC Management Limited**

**KITCHENERS FIELD, CASTLE HILL, BERKHAMSTED, HP4 1HE**

### **Introduction**

These Terms and Conditions together with email confirmation and paid deposit constitute the entire agreement between the Hirer and Berkhamsted Community Cricket and Sports 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 Hall
- Outside Decking
- Car Park
- Toilet Facilities

Please specify on confirmation email facilities required. The kitchen is not available for hire.

### **Hire Period and Facilities Hired**

The Hire Period as detailed on the email confirmation is the time during which the Hirer has access to the BCC&SC Clubhouse. The Set-up Period is the time prior to the event when the Hirer may access the Clubhouse for the purpose of preparing for the hire. This period needs to be agreed in advance. If the Clubhouse is hired out during the cricket season there may be times during the hire that some members will still be on site in a separate area. The hirer will be informed if their hire date falls into cricket season prior to booking. Should access be required to the field, a further deposit may be requested to cover any damage to the field.

### **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 any 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 arrangements for the bar and catering requirements need to be agreed with pavilion manager prior to event.

### **18<sup>th</sup> & 21<sup>st</sup> Birthday Parties**

If an 18<sup>th</sup> or 21<sup>st</sup> Birthday is booked, we require BCC&SC approved door staff to be hired at an extra cost to the Hirer, this will be added to the hire costs. We also require a £500 security deposit for any damage. The £500 will be refunded post event minus the cost of any damages to the property.

**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 unless corkage charges are agreed and paid prior to event.**

### **Post Event and Cleaning**

The Hirer must not leave behind any items brought by themselves for the event. They must remove 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 deemed appropriate to the additional cleaning required. 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 in reasonable time prior to the event.

**Smoking Policy**

Smoking is not permitted anywhere within the BCC&SC Clubhouse. If guests smoke outside, they are required to 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 without prior agreement with the pavilion manager. Gates will be locked overnight and cannot guarantee exactly when will be unlocked the following day.

**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 prior to the event. The Hirer may not block any fire exits, move fire extinguishers or interfere with fire alarms, failure to comply with these safety regulations will result in immediate termination of the event.

**Payment Terms**

A non-refundable deposit of £150 is required along with a confirmation email. The balance due must be paid at least 1 month before the date of the Hire. Any payment made after this specified timeframe may be subject to additional rush fees.

**Cancellation Policy**

Should the Hirer cancel the Event with less than 1 months' 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 certain reasons 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 including external bookings such as DJs, Marquee etc.

**Bar**

Last orders for drinks are at 11:30pm if hire until 12:00am and 12:30am if hired until 1am. Drinking up time is until hire ends.

**Damages and Other Responsibilities**

The Hirer is responsible for any damage to the BCC&SC Clubhouse or other property caused during the Hire period. The Hirer is responsible for the behaviour of their guests. 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 and 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 confirmation email prior to hiring. Should the Event differ from that specified previously, 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