

Booking Hire Agreement for Ormskirk Cricket Club Function room



Ormskirk Cricket Club, Altys Lane, Ormskirk, Lancashire, L39 4RG Telephone : 01695 572529

Name of Hirer		Address of Hirer	
Contact number			
Contact Email			
Date and Time of Hire:		Evening access is 5:30pm or by special arrangement:	
Specific Nature of Function (e.g. Birthday, Christening, Funeral, Corporate Function)		Number of Guests expected to attend: Max seating 70 (Club House) Max Seating 120 (New Build)	

Ormskirk Cricket Club agrees to hire the function room on advance payment of:

Club House: £150 comprising deposit **£50** immediately on booking (non-refundable). Balance of **£100** four weeks before event

Upstairs function room: £250 comprising deposit **£100** immediately on booking (non-refundable). Balance of **£150** four weeks before event

- Deposits and balance to be paid by online banking or by card at time of booking (Account number: 40 35 29 80632597) (no personal cheques accepted)
- Please note, that in the unlikely event of cancellation by OCC then there shall be no liability on the Club for loss of deposits or costs incurred. Refund of the deposit will be at the discretion of the Club.
- Submission of the booking form and payment of the deposit does not constitute a confirmed booking. A booking is confirmed on receipt of confirmation from the House Manager.
- If the hirer is unknown to the Club, we may charge a refundable damage deposit of £200 payable before the event and refundable with 7 days on satisfaction that no damage has been caused to the fabric of the Club.

The conditions and arrangements below apply to all hiring's:

1. Function room hire conditions:

- The Club will ensure that the venue is in a good tidy order suitable for the function and provide adequate bar staff for the number of guests attending (**Cost of staffing included in room booking fee**).
- Arrangements regarding preparation of room, decorations etc to be made to Bar Manager 14 days before the event. No Drawing pins, Sellotape. Non-damaging adhesives only.
- Arrangements for early access outside normal opening times may be subject to a staffing charge (£10 per hour) The room cannot be decorated more than 2 hours before any event as it is open for members, visiting supporters during the cricket season (April to Sept).
- Balcony area must not be used after 10pm.
- Licensing rules dictate last orders at Midnight with 30 minute drinking up time.
- Music must cease by Midnight.
- No beverages may be supplied other than by Ormskirk Cricket Club. A comprehensive list of wines is available on request. Toast wines for special occasions may be supplied by the hirer subject to agreement and a corkage charge of £8.00 per bottle will be made. No bar tabs will be permitted unless agreed in advance.
- Disco equipment and room decorations must be removed immediately after the event and must not be left on premises overnight.
- The Hirer shall not be under the age of 21.
- No 18th birthday functions. 21st birthdays at discretion of Club Committee.

For 21st Birthdays agreed at the discretion of the Club Committee, an SIA Registered person is required at the expense of the hirer who will provide the name of the individual engaged and a copy of his/her SIA license at least 7 days before the event. This can be discussed/arranged through the club.

2.	<p>Behaviour: The Hirer shall be responsible for the conduct of all guests at the function.</p> <ul style="list-style-type: none"> • Violent and abusive behaviour will not be tolerated at any time. • Aggressive or rude behavior towards staff will result with the bar being closed and the function terminated. • The Bar Manager has the right to close the bar at any time should there be a cause to do so. Reasons will be given. • The Hirer shall be responsible for seeing their guests from Ormskirk Cricket Club at the end of the function with respect for the neighbours.
3.	<p>Damage:</p> <ul style="list-style-type: none"> • The Hirer will be charged for the repair/replacement of any property situated at Ormskirk Cricket Club caused by malicious damage or negligence. This also includes damage caused to the lift by negligent use. • Ormskirk Cricket Club cannot be held responsible for loss of or damage to any vehicle or property whilst left on the premises.
4.	<p>Children:</p> <ul style="list-style-type: none"> • All children are allowed to attend daytime functions. Evening functions will be at the discretion of the Bar Manager (numbers and ages of children will be required). • The club cannot tolerate children running around premises whilst adults are drinking. This applies to both inside and outside of facilities. • Children are not permitted to play with the lift.
6.	<p>Catering: All Catering will be provided by the Club's caterers, a selection of menus will be available to discuss and adapt to your event and budget. Please email sales@squarelegcatering.com for the latest menus. On no account will self-catering, or outside catering be permitted.</p>

I.....agree to the above conditions and shall abide by them.

Signed.....

Date.....

Directions and photos of Ormskirk Cricket Club can be found at www.ormskirkcc.co.uk Please complete this form either at venue in person or take copy away and return with your payment made online or over the phone. We no longer accept cheques for deposits or payments (Receipt available on request)

Send to:

bookings@ormskirkcricketclub.com

Questions about bookings should be sent to bookings@ormskirkcricketclub.com

You should keep a copy of this agreement for your own convenience