



## 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) No 18 <sup>th</sup> s. 21 <sup>st</sup> at discretion of committee		Number of Guests expected to attend: Max seating 70 (Club House) Max Seating 120 (New Build)	

- The Club agrees to hire the function room on advance payment of:
  - **Club House** Deposit **£50** immediately on booking (non-refundable). Balance of **£100** four weeks before event
  - **New Build** Deposit **£75** immediately on booking (Non-refundable). Balance of **£125** four weeks before event
- 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.*
  - Deposits and balance to be paid by Bank Transfer to 40 35 29 80632597 at time of booking
  - The conditions and arrangements below apply to all hiring's:
- Deposits and balance to be paid by either cash or card (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.
- The conditions and arrangements below apply to all hiring's:
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1.	The Hirer shall not be under the age of 21.
2.	The Hirer shall be responsible for the conduct of all guests at the function. The Bar Steward has the right to close the bar at any time should there be a cause to do so. Reason will be given.
3.	The Hirer shall be responsible for seeing their guests from Ormskirk Cricket Club at the end of the function. 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. You will appreciate that we do have neighbour's and would request that your guests leave quietly at the end of the evening
4.	The Hirer will be charged for the repair/replacement of any property situated at Ormskirk Cricket Club caused by malicious damage or negligent. This also includes damage caused to the lift by negligent use.
5.	All children are allowed to attend daytime functions. Evening functions will be at the discretion of the club steward\licensee (we would need to know numbers and ages of children). The club cannot tolerate children running around premises whilst adults are drinking. This applies to both inside and outside of facilities.
6.	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 ( <b>Cost of staffing included in room booking fee</b> ). It is the hirers responsibility to set out the room.
7.	Balcony / Patio area must noise\alcohol free by 10pm Licensing rules dictate last orders at Midnight with 30 minute drinking up time. Music must cease by Midnight.
8.	For 21 <sup>st</sup> Birthdays are at the discretion of the Club Committee, an SIA Registered person is required at the expense of the hirer. We will require to see a copy of the SIA license at least 7 days before the event. This can be discussed/arranged through the club.
9.	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).

10.	Arrangements regarding preparation of room, decorations etc to be made to club steward 14 days before the event. No Drawing pins, Sellotape. Non-damaging adhesives only.
11.	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.
12.	Disco equipment must be removed immediately after the event and must not be left on premises overnight.
13.	All Catering <b>will be provided by the Club's caterers</b> , a selection of menus will be available to discuss and adapt to your event and budget. Please email <a href="mailto:sales@squarelegcatering.com">sales@squarelegcatering.com</a> for the latest menus. <b>On no account will self-catering, or outside catering be permitted.</b>
14.	<p>The club is able to supply :</p> <ul style="list-style-type: none"> <li>• White Linen table cloths @ £6 ex vat per table</li> <li>• Disco personnel (used by the club on a regular basis)</li> </ul> <p>This can be discussed with the club steward if required.</p>
15.	The club cannot be held responsible for loss of or damage to any vehicle or property whilst left on the premises.

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](http://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](mailto:bookings@ormskirkcricketclub.com)

Questions about bookings should be sent to [bookings@ormskirkcricketclub.com](mailto:bookings@ormskirkcricketclub.com)

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

