**BOOKING FORM**

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| --- | --- | --- | --- | --- |
| **Contact Details** | | | | |
| Name: | | | | |
| Address: | | | | |
| Postcode: | | | | |
| Email Address: | | | | |
| Mobile No.: | | | | |
| **Event Details** | | | | |
| Event Type: | | | | |
| Date(s): | | | | |
| Arrival/ Set Up  Time: |  | Event Finish  Time: | |  |
| Event Start  Time: |  | Depart Time: *(min. 30 minutes after finish time)* | |  |
| **Number of Guests:** | | | ***Insert approx. number below*** | |
| 1< 60: £60 for 1st hour, £20 for each subsequent hour | | |  | |
| 61< 100: £80 for 1st hour, £25 for each subsequent hour | | |  | |
| **Kitchen Requirements:** | | | | |
| Dry/ chill store, oven use, food preparation: £25 | | | ***Yes / No*** | |
| ***We do not supply crockery, utensils, tables clothes etc – if unsure, please ask!*** | | | | |
| **Other Requirements/ Information:** *Please specify below;* | | | | |
| Hot Drinks Station: £25 | | ***Yes / No*** | | |
| DJ: £N/A | | ***Yes / No***  **Please note you will have to supply your own DJ, however, if you are securing this service, you will need to factor in 1 hour into the booking after event finish time for them to pack their equipment and vacate** | | |

**BOOKING TERMS & CONDITIONS**

**BOOKINGS AND PAYMENTS**

1. Reservations will only be confirmed on receipt of room hire fee.
2. Confirmation of total clients/guests attending must be submitted 10 days prior to the event as any deviation to the original request may result in additional charges.
3. Provisional reservations will be deemed to have lapsed in the event of non-payment within two weeks.
4. Payments can be made using a Bank Transfer, Credit or Debit Card or Cash only.

**CANCELLATION**

1. Any cancellations made verbally must then be verified in writing.
2. Any cancellations made within 7 days of the event may incur a percentage of the hire fee to be retained if Farnsfield Cricket Club have outlaid money for purchases associated with the event requirements.

**BAR TIMES**

1. We are a fully licensed premise for the sale of alcohol and are required by law to finish serving at 2300hrs.
2. Following last orders guests/clients are requested to finish their drinks & have vacated the premises by midnight in a considerate manor and respect neighbours.
3. If a DJ (or other entertainment) has been booked for an event, they are required to turn off their equipment by 2330hrs at the latest to ensure they are able to vacate the premises by midnight.
4. The Manager reserves the right to deny the sale of alcohol to any client/guest who appears to be intoxicated, under age or cannot provide valid ID on request.
5. The sale of alcohol to be consumed by a client/guest who appears, intoxicated or under age without valid ID will not be permitted.

**CLUB ETIQUETTE**

1. The Manager reserves the right to judge acceptable level of noise or behaviour of the client, guests or representatives and ask the client to take all steps necessary to correct unacceptable behaviour in order to remain on the premises.
2. Failure to comply with the managers requests, the club reserves the right: -
3. Stop the event
4. Ask a guest to leave the premises
5. Request police assistance
6. Terminate the contract without being liable to any refund or compensation
7. All guests must remain in the function room that has been allocated.
8. Please note should any additional cleaning or damaged incurred maybe charged to the client following the event.

**CATERING**

1. No food or drinks may be bought into the club premises or grounds by members or guests under any circumstances without the prior agreement of the Manager.
2. If you have booked the kitchen, you are responsible for complying with Environmental Health and Safety relating to basic food hygiene. Farnsfield cricket club accepts no responsibility during the time period of your booking.

**LIABILITY**

1. Farnsfield Cricket Club cannot accept liability for any failure to provide the services contracted which are due to circumstances beyond our control, including but not limited to; weather, supply of utilities, fire alarm evacuation.

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| --- | --- | --- | --- | --- |
| **Payment Method** | | | | |
|  | | | | |
| Total Amount: | Bacs | Cash | Card | Paid: |
| **Declaration** | | | | |
| In paying this deposit, I **(insert name)** have read, understood and agreed to the terms and conditions attached.  Signature: Date: | | | | |