



## **Eastcote Cricket Club. Hire Form**

### **Application Form & Conditions of Hire**

The club house may be hired by club members, subject to approval by the committee and subject to the conditions below.

Hire on behalf of family and friends may be agreed and may be subject to alternative hire costs.

The hirer agrees to a non-returnable hire fee of £100, to include hire of the clubhouse, bar staff & use of kitchen. The number of bar staff will be at the discretion of the Bar Manager.

The hire fee must be paid by cash, card or bank transfer at the time of booking.

Hirers are also required to pay a returnable deposit of £50 in the form of cash, card or transfer to cover if required, any breakages or repairs, due to misuse of the club by guests. This is not covered in your hire fee. If the club is left in an acceptable condition the deposit will be returned within 2 weeks of the event.

Bank details; Eastcote Cricket Club 60-07-25 66930030. Please use your Name and date of hire as reference.

1. A completed hire form must be submitted and approval granted prior to the event.
2. Start and finish times must be agreed in advance and these must be adhered to.
3. The maximum number of attendees at any function is limited to 100.
4. The club representative on the day/night has the authority on behalf of the committee to end the function early if they consider the conduct of the guests attending to be inappropriate. Their decision on closing times will be final.
5. All drinks must be purchased from the club bar. If champagne or other specific drinks are required, this can be organised with the bar manager in advance.
5. The clubhouse must be left tidy and in good order. Decorations must be removed. The kitchen, if used, must be left clean and ready for use. Rubbish must be removed to the bins outside.
6. Club members will be notified in advance of a private function, but cannot be refused admission to the clubhouse or bar during the period of a hire.
7. The hirer is ultimately responsible for ensuring that the club rules, licensing laws and all hire conditions are adhered to.
8. Small functions with limited guests, are subject to the same fee and conditions. A hire form must still be completed and approval confirmed.
9. If catering is required, the fee agreed with the caterer is in addition to the hire fee.
10. The committee have the right to charge an increased hire fee if the event warrants it. This will be communicated to the hirer at the time of confirmation of the hire.
11. Cooking equipment, crockery and cutlery are not included in the hire fee.

**To request a hire, please complete the form on page 2 and return to the social secretary or bar manager. Any hire is not agreed until the completed form has been submitted and approved.**



## Eastcote Cricket Club. Hire Form

Name \_\_\_\_\_

Contact number \_\_\_\_\_

I would like to apply to hire the clubhouse for the purpose of: -

\_\_\_\_\_

If the hire is for a family member or friend, please give details;

\_\_\_\_\_

Date of Hire \_\_\_\_\_ number of guest's \_\_\_\_\_

Times \_\_\_\_\_ is use of the kitchen required? \_\_\_\_\_

**I have read the conditions of hire and agree to be bound by them and assist the club in ensuring the guests also comply with them.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### For admin use.

<b>Date form received</b>		
<b>Bar Manager agreed</b>		
<b>Social Sec. Agreed</b>		
<b>escalation to exec. Committee req.?</b>		
<b>Approval granted</b>	<b>Yes / No</b>	
<b>Hire fee paid</b>	<b>Yes / No</b>	<b>Cash/ Cheque/ Transfer / Card</b>
<b>Deposit paid</b>	<b>Yes / No</b>	<b>Cash / Cheque / Transfer / Card</b>
<b>Deposit returned</b>	<b>Yes / No</b>	