



HEMEL HEMPSTEAD TOWN CRICKET CLUB

Heath Park, Station Road
Hemel Hempstead
Hertfordshire HP1 1JZ

HIRING OUR FACILITIES **(PLEASE RETAIN THIS SHEET FOR YOUR OWN INFORMATION)**

Hemel Hempstead Town Cricket Club's pavilion sits in attractive grounds by the Grand Union Canal and is fast becoming one of the most sought after venues in the town. We have ideal facilities for parties, christenings, day and evening wedding receptions and funerals. We can also accommodate businesses for training courses and have the outdoor space for team building sports and activities.

To hire the Solomon room and facilities for a function in the first instance you need to be a Social Member of the Cricket Club, or you can apply for Social Membership at the application of hire (£20.00 p.a.). All unofficial Club functions i.e. personal hire will need to be approved by the General Cricket Club Committee.

We welcome anyone to view the pavilion facilities by prior appointment or during the cricket season (Apr-Sept) please feel free to walk in during a weekend.

Please ring our Functions Co-ordinator on 07909 178294 if you are interested or email hhtcc.events@gmail.com

What we provide:

- Accommodation for 80 seated guests or 120 in less formal setting such as a buffet with disco
- Hire times for an evening functions, the venue is available from 18:30 and we ask that the venue is vacated by 1:00am.
- Hire times for all day functions/events opening times are flexible and at the discretion of the Events Co-ordinator and we ask that the venue is vacated by 1:00am
- A fully licenced bar which closes at 12:30pm
- Facilities for a band or a disco

What we can provide by prior arrangement:

- Introduction to our in house Caterer
- An introduction to a DJ with disco equipment
- An introduction to a firm hiring tables, tableware and other catering equipment
- We can provide special wine and other drinks if requested at least 28 days in advance
- Hire of champagne and formal wine glasses

What we will NOT provide:

- Furniture and tableware over and above that owned by the Cricket Club on view in the pavilion
- Use of our kitchen facilities or the equipment inclusive of ovens, fridge/freezer, dishwasher and catering equipment such as plates, cups, cutlery
- Guaranteed car parking, although hirers and their guests are welcome to use the Boxmoor Trust & Cricket Club car parks at their own risk
- Telephone facilities
- Concierge facilities such as arranging taxis
- Facilities for disposing party rubbish generated e.g. party decorations



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Additional information:

As a fully functional cricket club, during the season matches will be played and our facilities used during weekday, and weekend evenings. Any Social hire of our facilities will therefore not include exclusive use of our premises such as the grass/pitch areas and patio.

The hire permits the exclusive use of the Solomon room only.

Conditions of Hire:

- The Solomon Room must be cleared of all rubbish including decorations and rubbish when the venue is vacated.
- If catering is required the hirer must use the HHTCC in house catering team
- We ask that during the Cricket Season between April – September that cars parked in the car park overnight are removed by 10am the following day to accommodate playing members.

Charges:

- Full day: £750
- Evening function or half day function: £295
- Surcharge for extra bar staff if guest numbers exceed 80: £30
- Refundable cautionary deposit: £50 – we require a post-dated cheque payable to Hemel Hempstead Town Cricket Club for the date of your event, this cheque is held on file and only cashed in the event of breach of the terms of contract as specified. The cheque is destroyed post event.

(Note that these rates do not apply for corporate events and also that there are concessionary rates for voluntary groups and mid-week functions)

Please note:

1. You may decorate the room for your function. However, although we allow you to stick things on the windows and doors, you will not be allowed to stick decorations on the walls, pillars or into the ceiling.
2. There is limited car parking in our own car park, but additional parking is usually available in the adjacent slip road.
3. Although the Club can recommend outside DJ's upon request, the Club will not be a party to any contract or arrangement between the hirer and a third party and cannot be held responsible for the performance by the third party of its obligations under such an arrangement or contract.
4. We ask that if you are having catering that HHTCC caterer must be used, No out-side Caters are permitted. The kitchen will be locked and cannot be used except by our caterers as required.
5. You must remove all rubbish generated by your function (except drinks containers provided at the bar). We can provide black bags for this purpose, but these may not be deposited in our bins or on the club premises. Any such dumped rubbish will incur a charge of **£5.00 per bag**.
6. You must keep children off the pitch if there is a game in progress and off the planted areas at the front of the terrace at all times. Failure to do so will endanger your security deposit.
7. Although we are happy for you and your guests to make use of the terrace, if there is a cricket match in progress, spectators have precedence.
8. We do accept payment by credit or debit cards on the premises.



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UNOFFICIAL FUNCTION CONTRACT TERMS AND CONDITIONS

Definitions

In these Terms and Conditions;

- "Unofficial Function" is any function not arranged by the General Committee of Hemel Hempstead Town Cricket Club.
- "the Club" means Hemel Hempstead Town Cricket Club.
- "the Client" means the member or members contracting to hire the pavilion or any part of it for an Unofficial Function

Bookings

- In the first instance the Client must complete and return this contract with the appropriate deposit. Cheques must be made payable to Hemel Hempstead Town Cricket Club. We do accept payment by credit or debit cards only in the pavilion.
- Evening function hire times are Solomon room availability is from 18:30 and premises vacated by 1:00am
- Day function hire times are flexible and at the discretion of the Function Co-ordinator the premises must be vacated by 1:00am
- The Club will confirm the booking, including timing details, in writing. Any subsequent variations will only be valid if confirmed in writing by the Club.

Deposit and Cancellation Terms

The following deposits will be required;

- **50% of the hire fee** to reserve the date required OR **£150**, whichever is the greater for a hire fee of £150 or more. For a hire fee of £150 or less, payment in full is required to reserve the date.
- **£50.00** as a cautionary deposit against damage, breakages, cleaning costs (including rubbish removal), or other violations of these Terms & Conditions. Provided that you adhere to these Terms & Conditions and there are no breakages or cleaning costs incurred, the cautionary deposit will be returned to you one week after the function.
- **The full balance** of all hiring charges and all charges for additional goods or service that the Club may agree to provide is payable 30 days prior to the date of the function.

Unless the Club cancels the function all deposits (except for the cautionary deposit) are non-refundable.

In the unlikely event that the Club cancels or postpones the function, the Club shall be liable only to refund any deposits held and shall not be liable for any contingent losses or damages of any kind.

Variation of Confirmed Bookings

The Club reserves the right at its own discretion to treat as a cancellation any change to the confirmed booking date.

Additional Charges

- The hire charge covers the use of the entrance hall, Solomon Willis room, toilets and any furniture and equipment normally contained in these rooms. It does not include use of any of the upstairs facilities, the outside terrace, the cricket grounds or the kitchen.
- The Client will pay the Club for any additional food or beverage or hired-in furniture or any other services provided and not specified in the confirmed contract. If the Club has not received specific instructions and payment prior to the event, the Client will be liable for all charges, which must be settled immediately.
- 2 bar staff are normally in attendance, but should numbers of guests exceed 80, an extra charge of **£30.00** will be imposed to cover an additional bar person.
- Although the Club can supply rubbish bags as required, the Client must remove from the premises all catering rubbish and decorations generated at the function. Failure to do so will result in a deduction of **£5.00 per bag** from the cautionary deposit.

Liability & Insurance

- By signing this contract, the Client agrees to be responsible for his own good behaviour while on the Club premises and for the behaviour of his/her guests and to accept liability for any and all damage caused to Club property during the function save for that caused by the Club or its servants.
- The Club does not accept any liability for goods and services provided by any external caterer or third party contractor and all monies due in this respect are to be paid direct by the Client to the relevant caterer or third party contractor. No contract of employment, expressed or implied, exists between the Club and such contractors.
- Public Liability Insurance and Third Party Catering Food Certificates must be valid for all food handlers using the kitchens on the Club's premises.
- The Club does not accept any liability for loss or damage to property owned by or in possession of the guest while that property is on the Club's premises. The guest is advised to arrange appropriate insurance cover at all times.
- Vehicles are parked in the Club's car park entirely at the driver and owner's risk and we request that vehicles are removed by 10am the following day.

Licensed Bar

Should the licensed bar be required,

- Closing times will be agreed with the Client and stated in the contract. The Club is licensed until 1.00 am but under no circumstances will the bar stay open beyond 12.30 am and all guests must vacate the premises before 1.00am.
- To conform to the terms of our Club Licensing Certificate, a guest list must be provided in advance of the function and only guests on that list can be admitted.
- No beverages may be brought on to the premises by the Client or third parties unless specifically agreed in writing by the Club. In this event, **corkage of at least £5.00 per bottle** will be charged.
- Orders for special drinks, such as champagne or wine must be made and paid for at least 30 days in advance of the function.

Hemel Hempstead Town Cricket Club Pavilion Booking form



Please Complete:

Name of Booking:
HHTCC Club Member: Yes/No
Date of function:
Function occasion:
No Guests:
Commencing at:
Finishing at:
Set up time:
Catering:
Entertainment:
Special Requirements:

Hire Charge: £295

Deposit to be Paid: £150

1. To reserve the booking please return the deposit payment of £150
2. Cautionary Deposit: £100. Please arrange to pay by cheque at least 7 days prior to the function or by debit card or cash (a receipt will be provided). You will be refunded within 7 days of the function provided the terms of hire are not broken.
3. For **Non Members** please complete the enclosed membership form and return with the Membership Fee £20 with the booking form

Final payment must be received ONE MONTH prior to your function date, cheques payable to 'HHTCC' or you can pay by debit card in the pavilion

All correspondence to be returned to HHTCC by email (hhtcc.events@gmail.com) or returned to the club in person.

Declaration: I hereby confirm that I have received a copy of and read and understood and agreed to the Terms and Conditions on the reverse hereof and I wish to make a reservation for the function detailed above;

Signature: **Name:**.....**Date:**.....

Address:.....

Tel:**Mobile:**..... **Email:**.....