

Booking Hire Agreement for Leek Cricket Club Function room

Highfield, Macclesfield Road, Leek, Staffordshire ST138SG Telephone 01538 382636

Name of Hirer		Address of Hirer	
Contact number			
Contact Email			
Date and Time of Hire:		Evening access is 5:30 or by special arrangement:	
Specific Nature of Function (e.g. 40 th Birthday)		Number of Guests expected to attend: Max seating 100 Max Standing 160	

- The Club agrees to hire the function room on advance payment of: £.....
- Non returnable if the event is cancelled less than 3 weeks prior to the date of the function.
- The conditions and arrangements below apply to all hiring's:

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.
3.	The Hirer shall be responsible for seeing their guests from Leek Cricket Club Highfield at the end of the function.
4.	The Hirer must ensure that all fire exits remain clear throughout the duration of the function.
5.	The Hirer should ensure any materials linked to the function (balloons, presents) are removed at the end of the function.
6.	The Hirer will be charged for the repair/replacement of any property situated at Highfield caused by malicious damage or negligent.
7.	The Hirer shall ensure no dry ice or other artificial smoke or pyrotechnics are used in the venue at anytime.
8.	All functions shall end no later than 01:30am with premises being vacated by 1:45am.
9.	Music must cease by 12:30pm and Bar will close no later than 01:00am
10.	The bringing in of your own intoxicating liquor/soft drinks is prohibited. Guests infringing this condition will be asked to leave the function.
11.	Wines and Sparkling wines for toasts etc. must be supplied by the Club to order. A comprehensive list of wines is available on request.
12.	Food Hygiene: Food must not be left uncovered for more than two hours. Please move uneaten food to the kitchen and cover. Any food to be collected the following day must be arranged with the bar staff before the end of the function,
13.	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.
14.	The Club will do a deep clean of the room but the hirer is expected to do a general tidy.

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

Signed.....

Date.....

Directions and photos of Leek Cricket Club can be found at www.LeekCricketClub.co.uk

Please complete this form and return with your remittance made payable to: Leek Cricket Club

Send to:

Mrs Linda Tweats
25 Monyash Drive
Leek
ST13 5SY
01538 388779/ 07544 880027 (email lindatweats@yahoo.com)

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