

BOOKING FORM

HIRER

NAME:	
ADDRESS:	
E-MAIL:	
PHONE NO:	

BOOKING DETAILS

EVENT DATE	__ / __ / __	TIME (start / end)	--
PURPOSE OF EVENT?			
NUMBER OF GUESTS EXPECTED?			
BAR REQUIRED?	YES / NO	KITCHEN?	YES / NO
CORKAGE?	YES / NO	TEA / COFFEE?	YES / NO
WILL YOU BE PROVIDING FOOD (Y/N)?	YES / NO		
ANY THIRD-PARTY SERVICES? (eg: Caterers, Bouncy Castle, Entertainers?)			
HOW DID YOU HEAR ABOUT US?	Member / Website / Facebook / Friend / Other		
NOTES:			

FEES

DAY MEMBERSHIP:	£20	FUNCTION ROOM:		
KITCHEN HIRE:		CORKAGE:		TEA / COFFEE STATION:
INDOOR NETS:		CRICKET PITCH:		FOOTBALL PITCH:
TOTAL DUE:		DEPOSIT PAID: (non-refundable)		BALANCE DUE:
SECURITY DEPOSIT: (18 th Birthdays)				

SIGNATURES

NAME (HIRER)	SIGNATURE	DATE
NAME (CLUB REPRESENTATIVE)	SIGNATURE	DATE
I have read, understood and agree to abide by the terms and conditions together with DTCC's other policies as listed on our website (www.dtcc.org.uk/resources).		

Terms and Conditions

BOOKING SUMMARY

- The hirer is a person over 18yrs of age, hereby accept responsibility for being in charge of and on the premises at all times when the public (your guests) are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.
- The period of hire starts and finishes at the times agreed on the booking form. This must include time for tidying and cleaning prior to departure.
- The hire fee includes the hirer becoming a "Day Member" of DTCC valid for the duration of the booking. This allows the hirer and invited guests to enjoy the facilities on offer.
- Any deposit paid is non-refundable. Any outstanding balance must be paid no later than 7days prior to the event.
- The venue must be left clean and tidy, and all rubbish disposed of appropriately.
- Your security deposit (if applicable) will be returned to you within 14 days after the day of the booking. Should damage, loss of property or extra cleaning be required, then DTCC holds the right to retain your deposit to cover the cost of repair or replacement. Should the cost of repair or replacement exceed the deposit total then you will be invoiced for the excess cost
- We reserve the right to cancel this agreement by giving you notice. In such a situation we will refund any deposit paid and we will not be liable for any other costs you may have occurred. The club reserves the right to withhold access or cancel the booking if payment terms are not met or if the rules of conduct are breached.
- All beverages (alcoholic, non-alcoholic and hot) must be bought from the club bar. The only exception is if corkage has been paid for bottles of wine.

HIRE OF PREMISES

LAWFUL USE OF PREMISES

- You must not use the premises (including the car park and outfields) for any purpose other than that described in the agreement
- You must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises.
- It is your responsibility to carry out a risk assessment of your activities prior to your hiring period.

PUBLIC LIABILITY AND INSURANCE

- DTCC accepts no liability for loss or damage to property or injury to persons whilst on DTCC's premises. Guests and Members are reminded that as a cricket club, they should always be wary of flying cricket balls.
- It is recommended that all groups hiring the facilities should hold or obtain public liability insurance to cover the period of hire, to ensure they are covered for damages, death, injury and accidents to themselves or to the public as a result of the event.
- You must notify us (ref: booking form) if you are acquiring the services of a third-party organisation for the event and it is your responsibility to ensure that any third-party organisation has appropriate insurance cover, licensing and qualifications to provide their services.
- DTCC reserves the right to refuse access to any persons should they fail to provide evidence of their up-to-date licenses and insurance.
- You are liable for: The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents. All claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises. All claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service.

GAMING, BETTING AND LOTTERIES

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

MUSIC AND FILM COPYRIGHT LICENSING

- You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).
- You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film.
- The Hirer shall not use the premises for the performance in public of any dramatic musical work or for the delivery in public of any lecture in which copyright subsists without the consent of the owner of the said copyright, or in any other manner infringe any subsisting copyright. The Hirer shall indemnify the Club against infringement of copyright occurring during the period of hire.

SALE OF GOODS

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

DUNSTABLE TOWN CRICKET CLUB

SUPERVISION

During the period of the hire, you are responsible for:

- Supervision of the premises, the fabric and contents.
- Care of the premises, safety from damage.
- The behaviour of all your guests, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

BEHAVIOUR

You must ensure that in order to avoid disturbing neighbours and avoid violent or criminal behaviour:

- You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
- External speakers to face away from residential area and no external amplified music after 20:00
- no one attending the event consumes excessive amounts of alcohol
- no illegal drugs are brought onto the premises.
- Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

STORED EQUIPMENT

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring. We may, in our discretion, dispose of any items by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same.

WIFI SERVICES

We cannot guarantee that our WiFi service will always be fault-free or accessible. When using the WiFi service, you agree not to use the WiFi service for any for the following purposes:

- Disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws. Transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice. Interfering with any other persons use or enjoyment of the WiFi service. Making, transmitting or storing electronic copies of material protected by copyright without permission of the owner. To keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

PARKING

- All vehicles and property are left in the parking area entirely at the owner's risk and DTCC will not accept responsibility for any loss or damage.
- The Hirer shall ensure that all vehicles are parked so that no exit or carriageway is obstructed. The hirer should ensure that our neighbours are not impacted by parked vehicles.
- Any unauthorised parking may result in the vehicle being clamped and/or removed. There will be no compensation or reimbursement from the Club if a vehicle is clamped or removed for any vehicle or damage to the vehicle.
- Vehicles must not be left overnight without the specific consent of the club.
- Vehicles must always adhere to 5mph speed restrictions and to the traffic management plan when in place.

PETS

We are a dog friendly club and love our well-behaved four-legged supporters. But we are a sports facility used by Adults and Children alike, so we do ask that you keep your dog under control at all times, well away from the Cricket square and of course clear up after its done business.

BAR

- DTCC have a Club Premises Licence authorising entertainment and the sale of alcohol. You agree to operate with-in the obligations of this licence. If you believe that a Temporary Event Notice (TEN) is required, we will require you to give us notice before you apply for a TEN from Central Bedfordshire Council.
- All beverages (alcoholic, non-alcoholic and hot) must be bought from the club bar. The only exception is if corkage has been paid for bottles of wine.

ALTERATIONS

You must not make any alterations or additions to the premises, nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval.

NO RIGHTS

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

HEALTH AND SAFETY

FOOD, HEALTH AND HYGIENE

You must ensure that anyone, preparing, serving or selling food, are suitably qualified and observe all relevant food health and hygiene legislation and regulations.

ELECTRICAL APPLIANCE SAFETY

You must ensure that any electrical appliances brought by you to the premises and used are safety tested (PAT Tested), in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

ACCIDENTS

- You must report to us as soon as possible any failure of our equipment or equipment brought in by you.
- You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book.

EXPLOSIVES AND FLAMMABLE SUBSTANCES

You must ensure that:

- Highly flammable substances are not brought into or used in any part of the premises.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

HEATING

You must ensure that no unauthorised heating appliances are used on the premises without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

SMOKING, VAPING AND ILLEGAL DRUGS

- You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder.
- Smoking or Vaping is not permitted within the Club House or any other building on Lancot Park.
- You hold responsibility for ensuring no illegal drugs or substances are used or sold on the premises by you or your guests.
- We will ask any person who breaches this provision to leave the premises.
- You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner.

SAFEGUARDING

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. If requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

PUBLIC SAFETY COMPLIANCE

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. You must also comply with our health and safety policy. You acknowledge that the following has been adequately explained: The action to be taken in event of fire. / The location and use of fire equipment. / The capacity of the hall. / Escape routes and the need to keep them clear. / Method of operation of escape door fastenings and appreciation of the importance of any fire doors. / Location of the first aid kit and defibrillator.

END OF HIRE

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

- All decorations must be removed completely at the end of hire. Sticky tape, drawing pins or other materials which could damage the walls, floors or other surfaces must not be used.
- You must ensure that the venue including toilets and access is tidied and cleaned. All refuse and rubbish must be either placed into the refuse bins provided or removed from the premises by you and your party.