



Dunstable Town Cricket Club

Lancot Park, Dunstable Rd, Dunstable, LU6 1QP

01582 663735 Email: enquiries@dtccevents.co.uk

Commercial Manager – Tel: 07703 567926



Event Booking Form

Event Booking Form			
Type of Event			
Name			
Address			
Email			
Phone Contacts			
Date of Event		Event Start/Finish	

Event Required Additional Information

No. of Guests Expected		Option		Option	
Booking Deposit	£50 Evening		£150 All Day		
Security Deposit 18th/21st	£200		Paid:		
Total Hire Charge	Evening		All Day		
Catering Details	Own Catering		Kitchen Use £100		
DTCC Catering	Buffet or Dinner		DTCC Catering		£ per head

All Details to be confirmed at least one month in advance of the event date.

For 18th/21st Birthday Parties, the name/address/phone details of TWO responsible adults who will be in attendance for the whole duration of the function are required.

All rates quoted are inclusive of VAT at 20% unless otherwise stated.

A Full VAT Invoice will be provided on request

Event Booking Confirmation

Dunstable Town Cricket Club		Client/Company:	
Provisional Booking Date			
Confirmed Booking Date:		Date:	
Signature		Signature	
Name		Name	
Position		Position	

DTCC Office Use Only

Booking Deposit Paid:		Total Hire Charge Paid:	
Security Deposit Paid:		Security Deposit Refunded:	

Dunstable Town Cricket Club (DTCC) Event Bookings: Terms and Conditions

1. Confirmation

All event bookings are considered provisional until both parties have signed the the Agreement. Once both parties have signed the Agreement the event booking will be confirmed and subject to the Terms and Conditions herein.

Provisional event bookings are held for SEVEN days from the date of issue. This Agreement must be returned and the relevant Booking Deposit Paid in full within the seven day provisional event booking period to confirm the booking. The provisional event booking will lapse automatically after SEVEN days unless a confirmation has been received.

Approximate/expected numbers must be advised to DTCC at the time of confirmation. Final Numbers and any specific details relating to catering or other requirements must be provided at least seven days prior to the event date.

2. Terms of Payment

Deposits: All event bookings will be confirmed by payment of a deposit which amounts to 50% of the Total Hire Charge for the event. The remaining 50% balance for the Total Hire Charge must be paid at least 14 days prior to the event. If the event is booked with less than 14 days notice prior to the event, the Total Hire Charge must be paid in full. The deposit is non-refundable in the event of cancellation except as set out in section 4 below.

Additional Charges: All additional charges must be paid at least 14 days prior to the event.

Security Deposits: 18th Birthday Parties are accepted subject to a £200 Security Deposit. This Security Deposit must be paid at least seven days in advance of the event and will be refunded within seven days of the completion of the event, subject to the conditions of Section 6.

3. Amendment By Client

Amendments to the guest numbers attending and any other agreed arrangements on the Event Booking Form must be confirmed in writing.

Reductions by the client to the duration of the event or the numbers attending are subject to Section 6

4. Cancellation By Client

Should the confirmed booking be cancelled by the Client at any time prior to the event date, DTCC reserve the right to charge the Total Hire Charge. DTCC will endeavour to resell the date to another client for the same value. If a resale is made, an equivalent refund will be made in respect of the cancelled function.

Cancellations can be advised verbally immediately but will only be accepted in writing to DTCC.

5. Cancellation By DTCC

DTCC reserves the right to cancel an event in the event of the Club becoming unavailable due to unforeseen circumstances. The Club accepts no responsibility for any consequential loss or additional expenses arising out of a cancellation by DTCC.

6. General

DTCC accept no liability for damages or loss to property and possessions of the Client or their guests that are brought onto DTCC premises.

The Client is responsible for any loss or damage caused to the premises, furnishings, utensils or equipment whether wilfully or neglectfully or deliberately caused by guests of the Client and will be responsible for the uninsured losses of DTCC in respect of the repairs and damages arising therefrom. DTCC may deduct the cost of any repairs/replacements from any Security Deposit held.

Where the details of the event are amended by the Client, DTCC may levy a minimum charge based upon the original arrangements where DTCC are unable to make adjustments to catering numbers or staff levels at short notice.

DTCC reserves the right to approve the use of outside entertainment or services contracted for an event. DTCC may, at it's discretion, prohibit activities and/or third party suppliers where it believes there is a potential for damage to the premises and grounds or injury to users of the Clubhouse. Evidence of adequate public liability insurance shall be provided in advance for any "bought in" services to be used eg Disco, bouncy castles, caterers.

Affixing signs, posters and displays to walls must be authorised in advance by DTCC.

DTCC reserves the right to judge acceptable levels of noise and to limit this where necessary.

No food or beverage may be brought onto the premises without prior agreement in writing from DTCC.

18th/21st Birthday parties must be attended by at least TWO responsible adults who must remain in attendance for the whole duration of the event.

DTCC reserves the right to stop and/or cancel an event at any time where it believes that it has been misled over the identity of users or the event, or if there is unruly or illegal behaviour, or the health and safety of any users or staff are deemed at risk. No refunds shall be given.

Acceptance of the Terms and Conditions
Of the Event Booking Form

Signed