



Unsworth Cricket & Tennis Club Limited

The Pavilion, Pole Lane Unsworth, Bury, BL9 8QL

Telephone: 07882 717910 / Email: enquiry@unsworthcc.co.uk

2024 EVENT BOOKING FORM

Name:			
Mobile no:		Number of guests:	
Date of Event:		Type of Event:	
Email address:			
Start time:		Finish time:	
Room required:	Function Room / Members Lounge		
Early access required?:	Yes/No	Bar required	Yes/No**
Details of caterer:		Details of DJ:	
Additional information:			
Deposit paid:	£ Bacs/Cash/Card	Date paid:	
Remainder due:	£	Date payable:	
Bond required?	Yes/No	Amount Due/Paid:	

** A charge of £200 will be made if the bar is not required.

I confirm that I have read, understood and accept the terms and conditions as set out overleaf. I enclose a non-refundable deposit of £100 (£75 if members lounge) and agree to settle the remaining balance 28 days prior the event.

Hirers Signature:		Date:	
Booking taken by:		Date:	

General

The following terms and conditions apply to all event bookings at Unsworth Cricket Club and must be agreed to by the Hirer.

Booking Procedure

Provisional bookings will be held for 3 days, after which the date will be released. All bookings will be treated as provisional until a signed booking form is returned and deposit paid.

Room Hire Charge

The prices below are for the bar being open 5 hours on arrival of guests – the room must be vacated an hour after bar closure.

Event	Function Room (80+ People)	Members Lounge (50 People Max)
Funerals	£100	£100
Friday Night	£160/£100*	Not applicable
Saturday Daytime	£130	£100
Saturday Night	£160/£100*	£100/£75*
Weddings (day and night)	£250	£200
Sunday Daytime / evening	£130/£100*	£75
Monday to Thursday Daytime	£100	£75
Monday to Thursday evenings	£130	£75
Hourly rate	£30	£25

* Members rate (conditions apply)

Deposits

A non refundable deposit of £100 (£75 for members lounge) is required at time of booking. Any remaining balance is due 28 days before the event.

Deposits and outstanding amounts can either be paid at the Club or via bank transfer to:

Account name: UNSWORTH CRICKET AND TENNIS CLUB LIMITED
Account number: 25652233
Sort Code 090129

Cancellations

In the event of cancellation, please note that deposits are non-refundable but may be transferred to another date by prior agreement. Cancellations within 28 days of the event will be liable for the full booking amount being payable.

Bond

Unsworth Cricket Club reserves the right to charge a refundable security bond of £250 for school parties, 18th and 21st birthday parties, which must be paid 28 days prior to the event. Regardless of whether a bond has been charged, the hirer is liable for any costs incurred if the venue is damaged or left in an unacceptable condition.

The liability bond will be returned within 7 days of the function, providing no damage to the clubs fixtures and fittings occur during the event.

Should rubbish removal, repairs of any nature and additional cleaning be required, the hirer will be invoiced the full cost of these services.

All school parties, 18th and 21st birthday parties will also require a minimum of 4 named adults who will be responsible/accountable for the guests behaviour.

Decorating of Room

Access to set up and decorate the room, if required, is normally 2 hours prior to the start of the daytime functions and 5pm for evening functions. This will require pre-arrangement with the Bar Manager in order to arrange access. Additional hours will be chargeable at a cost of £10 per hour.

No pins, blue tac or sellotape should be used on the walls or doors. All balloons must be removed after the event due to them being prone to setting off the alarms.

Room Layout

Any furniture that is re-arranged in the function rooms to accommodate the function must be put back into the original state.

The main function room has 12 x small round tables (24" diameter), 9 x oblong tables (30" x 60"), 2 x buffet tables (72" x 30") and 125 black chairs. The setting up of the large banqueting tables (72" diameter) incurs a charge of £10 per table - payable 14 days prior the event.

Catering

The Club has a caterer, Jacqui, who we ask you contact separately for catering discussion and menu choices. (0751 9188620).

Should you wish to provide your own food or caterer, please note there is no access to the club kitchen or access to the use of equipment, utensils, etc.

All customers providing their own catering must comply with food hygiene standards, and outside caterers must provide, on request, the relevant food safety certificates for compliance.

All surplus food, crockery utensils etc, must be cleared from the premises by the customer at the end of a function before vacating the premises.

Free flow teas and coffees is available, price on application dependent upon numbers.

The Club does not accept any responsibility for any breakages, loss of any crockery, utensils, equipment etc. brought on the premises for own catering purposes.

Other Suppliers

The following are our recommended suppliers:

Mozz	07976 754027	Singer / DJ
Paul	07706 874426.	DJ
Katie	07710 134503	Room dresser / balloons
Helen	07981 892595	Room dresser / balloons
Sara	07973 932775	Room dresser / balloons
Go Bouncy	0161 300 1211	Inflatables (internal bouncy castles height limit 9ft)

We ask that you liaise directly with the suppliers to gather information and make bookings.

Number of Guests

Final numbers of guests must be confirmed no later than 14 days before the event.

Account Facilities

Any party wishing to use an account facility at the bar must agree with the Bar Manager 14 days before the venue and provide credit card details to secure the facility.

Bar & Wine Facilities

We are fully licensed and offer a comprehensive bar (alcoholic and non-alcoholic) and wine service. In that respect, under no circumstances may guests bring their own drinks (either soft or alcoholic) onto the premises unless prior agreement has been made with the Bar Manager and a corkage fee of £5 per bottle is paid.

Under no circumstances must alcohol be consumed in the car park or at the rear of the Clubhouse. Plastic glasses are to be used outside.

Evening Events

When last orders are called, the bar will close 15 minutes afterwards. The club must be vacated 1 hour after the bar closes.

Unsworth CC reserve the right to close the bar at any point if any situation exists that it is deemed necessary and if health and safety in being compromised.

Hours

Length of functions will be determined before the event and in conjunction with trading hours. In some cases there may be bookings after one another, in these instances, guests are required to vacate the premises two hour prior to the next scheduled event.

Damage to Club Property

The hirer will be accountable for any loss or damage which is caused by any guests at the event and will be responsible for any damages caused by any guests and must pay the total amount required to make good any such damage.

The hirer must ensure that all attendees keep well clear of the cricket area when games are in progress. Also note that the cricket nets, members lounge (unless hired) and rear of the clubhouse are 'out of bounds'.

Consideration to Others

Unsworth Cricket Club operates a zero tolerance against those individuals who verbally or physically attempt to abuse members of staff and will be required to leave the premises forthwith should such acts take place which could lead to permanent exclusion from the Club.

No obscene or insulting language, or disorderly behaviour or damage to the property shall be permitted in any part of the club or grounds.

Drugs & Illegal Substances

The use, possession or distribution of drugs or any illegal substances on the premises/grounds is strictly prohibited. Anyone caught will be banned from the premises and reported to the Police.

Disabled Access

Both of our function rooms are accessible and we have disabled toilets on the premises.

Children

All children attending functions and events are the responsibility of the guests and their safety must be ensured at all times.

There are baby changing facilities in the disabled toilets.

Car Parking

We have an extensive car park. We cannot accept responsibility for any loss or damage to your vehicle or its contents whilst on the premises.

Smoking and E Cigarettes

Smoking of cigarettes or e cigarettes is not permitted inside the club house.

Access and Fire Safety

Due to fire regulations, all fire doors must not be propped open at any time. Please observe and adhere to the Club fire safety policies and guidelines displayed within the premises.