

Walsden Cricket and Bowling Club

Scott Street, Walsden, Todmorden, OL14 7SX

Tel: 01706 813179

Website: www.walsdencandbc.co.uk

Email: enquiries@walsdencandbc.co.uk

Steward: Verity Sturdy 07345591287

Booking Form to Hire the Millennium Suite

WC&BC hereby agrees to let, and the hirer specified below, agrees to take the accommodation on the date below and for the purpose specified below and in accordance with the conditions of use and charges specified in the conditions of use as detailed following, as determined from time to time by the general committee.

Name of Hirer		Member	YES / NO
Address of Hirer		Contact Number	
		Email Address	
Date of Hire		Purpose of Hire	
Times (from and to)		Anticipated Numbers	
Is the Bar required? (min 50 adults, see FAQs)	YES / NO	If yes, what time from?	
Is the kitchen required (£30 fee)?	YES / NO	If yes, what time from?	
Is the club music equipment required?	YES / NO – if yes please discuss with steward	Are the seat cover required (fee applies)?	YES / NO – if yes please discuss with steward
Are the large tables required (£30 fee)?	YES / NO – if yes please discuss with steward	Are the table clothes required (fee applies)?	YES / NO – if yes please discuss with steward
Any Special Requests? (Chair Covers and Tablecloths available – please speak with steward)			

The hirer must state at the time of booking if entry to the room is required prior to the event. All monies due **MUST** be paid at the time of booking. Provisional bookings will only be held for two weeks without payment confirming the booking. No booking is confirmed until this form is signed by the hirer and the club's representative and all fees are paid in full. PA / music / DJ arrangements must be organised by the hirer, but please speak to the steward if PA / music / DJ is required as we may be able to help.

I agree to abide by the rules of Walsden C&BC and the conditions of use in relation to this booking, be responsible for the good behaviour of my guests and make good or pay for any damage to fixtures and equipment caused by my guests during this hire. I understand that if any of the conditions of use (pto) are not observed then the refundable deposit may be withheld by WC&BC.

Name of hirer (print name)

Signed Date.....

Fee Received £..... Including returnable deposit of £..... (see conditions of use)

Name of WCC signatory (print name)

Signed..... Date

CONDITIONS OF USE - FREQUENTLY ASKED QUESTIONS - BOOKING FORM FOR THE MILLENNIUM SUITE

How many people can the Millennium Suite accommodate?

The room can easily accommodate 150 people for a party and up to 100 seated at tables. (10 tables of 10)

Can I view the Millennium Suite before making a booking?

Yes, you can initially see photos of the room on our website at: www.walsdencandbc.co.uk or contact our steward to arrange a visit.

How much does the Millennium Suite cost?

£60 for non-members and £40 for members per session (a session is deemed to be morning, afternoon, or evening). There is also a £50 returnable deposit to secure the booking and to cover any possible damage/ extra cleaning etc. The kitchen can be hired for £30 extra. Please see below for PA / Disco hire and provision of a DJ. Room hire is free for local/registered charities. A returnable deposit of £50 is required for all bookings.

Can we use the bar facilities?

Yes, we will arrange for our bar staff to open the Millennium Suite bar subject to a minimum of 50 adults attending. For numbers less than 50 there will be a fee of £15 per hour to cover the cost of providing bar staff, unless bar facilities are specifically not requested on the booking form. If less than 50 adults attend and the bar is staffed we reserve the right to retain part or all of the deposit along with the room booking fee to cover bar staff costs.

What is the room charge for a funeral?

The hire fee is £60 for non- members, £40 for members as for other bookings - see above. (Free for deceased life members).

Can I hire the “Bottom Bar”?

It may be possible to hire the Bottom Bar dependent upon other events and fixtures. Please ask the Steward.

When can I gain access for setting up?

This depends on whether there are existing bookings or if a cricket match is arranged for the same day. When available, extra time can be arranged by speaking to the steward.

How do I secure a booking and when do I pay?

First, phone the steward to check the availability and a hire agreement will be sent to you, or you can download the PDF form by clicking here on the club web site : https://walsdencandbc.co.uk/wp/?page_id=47. Send the completed form and hire fee to: Walsden Cricket and Bowling Club, Scott Street, Walsden. OL14 7SX or email to enquiries@walsdencandbc.co.uk. Provisional bookings will only be held for two weeks without a deposit being paid.

Are there any cancellation fees?

Yes. In the event of a cancellation the fee will only be returned if at least four weeks' notice has been given AND the club can re-let the room. After this time, the full room hire fee is non-refundable.

Am I required to clean the room?

Yes please. We ask that you leave the room reasonably tidy. All your balloons, decorations, etc must be removed on the day/evening of your function together with anything else you bring in.

Is Smoking / Vaping allowed?

No – Smoking / vaping is not permitted anywhere on the premises. Designated smoking areas are clearly marked outside.

Where is the car park?

Parking is available on Scott Street and in our private car park beyond Fir/Cedar Street.

Does the Millennium Suite have disabled access and toilets?

Yes, a ramp leads directly from the Scott Street and yes, we do have disabled toilet facilities also.

Am I allowed to decorate the walls?

Yes, provided that all fixings, such as white tac etc cause no permanent damage and are removed after the event. **Please discuss with the steward prior to use**. We have special fixings to suspend balloons and banners from the ceilings which are easy to fix and take down. We do NOT allow decorative confetti, sticky string, glue, Sellotape or double-sided tape. Failure to comply may result in forfeiture of your deposit.

What security is there?

We have CCTV all around the Club house and our entrances and in the room itself.

Can I hire the room for children's parties?

We welcome parties for younger children but not on Friday, Saturday, or Sunday evenings. The hire charge is £60 for non-members and £40 for members per session plus a returnable deposit of £50. Drinks must be purchased from Walsden C and BC. Please see above re the facilities but the "Bottom Bar" will always be open during normal club hours. We would ask that parents/carers tidy up as well as possible after children's parties.

Can I hire the room for 18th and 21st celebrations?

These events are subject to committee approval. If granted the hire charge is as normal £60 for non-members and £40 for members per session plus a returnable deposit of £100 to cover possible damage/extra cleaning etc. If the kitchen is required for self-catering an extra £30 will be charged. In addition, a responsible adult must be present and sign the responsible person form. The hirer will accept responsibility for any damage caused by their guests which could result in the hirer forfeiting their deposit and making good the cost of any damage.

Do you provide a PA System / Disco?

Not normally as the hirer will normally make their own arrangements, but we do have our own Bluetooth sound system, PA system. We may also be able to provide a DJ who will normally accompany our equipment. Please speak to the steward re hire rates, cost etc which are dependent on the type and length of function.

Accessories

We have 10 large tables that seat 10 people each (fee applies), 15 smaller tables (fee applies), 10 table clothes (fee applies) and 100 white chair covers and bows (fee applies). If required, please discuss with steward. An extra fee will be charged if the club staff are required to put the chair covers/bows on.

Hire Fees:

- Large Table Hire (10 max) £30
- Chair Covers and Coloured Bows £1 each
- Up to 10 large table cloths £15 each
- Smaller tables plus table cloths £15 each
- Staff charge for putting chair covers and chair bows on £50

How much noise are we allowed to make?

The Cricket club is in a local neighbourhood area, and we value the goodwill of our neighbours. Therefore, we do not want hirers who are going to disturb our neighbours. Noise and music must be kept to moderate levels and contained inside the room. Hirers are required to be considerate toward our neighbours when returning to their cars or accessing taxis. Live bands may be booked at the discretion of the Committee. Live music must finish by 12.00 pm. Please discuss with the Steward or officials of the club. External doors will be closed by 11.00pm to help keep the noise to a minimum.

Can I hire the kitchen?

Yes. We do not provide catering, but we do have a kitchen if the hirer wishes to self-cater. We also have a resident caterer who may be able to meet your needs, we are happy to provide contact details. If the hirer or your caterer wishes to use the kitchen facilities, we will make a separate charge of £30. You should discuss your requirements with the steward at the time of booking. Please note hirers are not allowed to use the deep fat fryer at all.

What equipment is in the kitchen?

The kitchen is fully equipped with basic catering equipment, please discuss with steward. We also have a cooker with oven, pie warmer, fridge, microwave, and water boiler. Glasses can be made available from the bar by prior arrangement.

Should I clean the kitchen after use?

Yes, if the kitchen is used you are responsible for leaving it in a clean and tidy condition. An extra charge will be made if you leave the kitchen still requiring cleaning. Any items used must be washed and stored away in the cupboards provided. All foodstuffs need to be removed from the kitchen, including from the refrigerator. Floors need to be swept (and mopped if necessary), and all kitchen surfaces wiped down.

Am I required to remove my rubbish?

Yes please. You are required to remove all rubbish from the premises to the large waste bin situated by the side path which leads from the kitchen door to Scott Street.

Can we bring our own drinks?

No, all alcoholic and soft drinks consumed on the premises must always be purchased from the Club. If you want specific drinks, please speak to the Steward who will provide a price list. We do aim to be competitive with our drinks. Any person/guest found consuming their own drinks on club premises inside or out will result in the hirer forfeiting their returnable deposit.

Can I erect a marquee?

This may be possible but would need permission from the general committee. Please contact the Steward to discuss.

Bouncy Castles / Fireworks / Fireworks Displays

Following advice from our insurers these are NOT allowed on our premises or ground at all.

Can we play football on the cricket field?

No ball games (other than cricket) are allowed anywhere on the premises to comply with our insurance.

Room Hire by Registered Charities

We do not charge for registered charity bookings. Other nonprofit making bodies/local fund-raising groups no charge bookings are at the discretion of the general committee. The returnable deposit of £50 will still be required for all such bookings.

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18th Birthday Parties and Celebrations

In terms of 18th parties, there are some variations to the booking agreement and terms and conditions.

- Responsible adult means parent and/or guardian.
- The responsible adult must be in attendance for the duration of the party/celebration.
- The responsible adult is expected to ensure that the behaviour of guests is not unruly.
- The responsible adult is expected to ensure that the club staff are treated with respect.
- The hire charges are as stated on the booking form, however the returnable deposit (to be returned only on the basis that no damage has occurred or extra cleaning has been required) is £100.
- Please be aware that if the club steward, the bar staff, or club officials have suspicions regarding underage drinking, or any drug issues, then he/she may call a halt to proceeding with immediate effect.

Signed..... (parent/guardian)

Date.....