The Cricklade Club

38 High Street

Cricklade

SN66AY

theclub@planetpursuits.com

T 01793 299079

**Booking From 2019**

Is your date available? [Click here](https://teamup.com/ksz5h4kf31ft1t1gta) but also call the venue!

Full Name Tel

Organisation Name Email

Address

Date of event

Timing of event (include any set up time)

Set Up start \_\_\_\_\_\_\_ Event start\_\_\_\_\_\_\_\_\_\_\_\_\_ and finish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many guests attending (including all external staff, bands, DJ etc.)

Guests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ External Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of function

*Party/Wedding/40th/Birthday etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Do you require the Bar Y/N Catering Y/N

For catering options please email theclub@planetpursuits.com

What space do you want to hire?

Event Hall (100 banqueting- sit down, 200 stand up) tick

***Important Note*** *- We DO NOT allow any glitter sprinkles, confetti or cellotape tape, glue on walls.*

*£150 refundable security deposit is required on all private bookings.*

**Capacities**

* Banquet 100 -100 (stage & dance floor dependant)
* Theatre 120
* Cabaret 70
* Classroom 48
* U Shape 40
* Reception 180
* Disco/Band 200



Event Hall ‘Quick Price Check’ – please understand what you are hiring and what is extra. Click on our [Event Planner](https://www.thecrickladeclub.co.uk/hire) guide to help you.

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1. Evening Hire from 6pm until midnight £400.00 each additional hour £50.00
2. Daytime Hire 9am - 5pm £350.00
3. Hourly Hire £50.00
4. Wedding Hire £1000.00  from 9 am set up, includes day and evening hire until 1am and then9am following day for collection of gifts.
5. DDR rate £36.00 Inc Vat

Hire Prices Inc Vat.

Event Hall

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1. Evening Hire from 6pm until midnight £400.00 each additional hour £50.00
2. Daytime Hire 9am - 5pm £350.00
3. Hourly Hire £50.00
4. [Wedding Hire](https://www.thecrickladeclub.co.uk/weddings) £1000.00  from 10 am set up, includes day and evening hire until 1am and then 9am following day for collection of gifts.
5. DDR Hire - [Corporate Hire](https://www.thecrickladeclub.co.uk/corporate-hire) day delegate rate £36.00 min 10 Includes tea/biscuits arrival, tea break, buffet lunch, tea & cake break PM
6. Security for over 120 delegates £50.00

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**What’s included?**

* Hire of room requested
* Round tables 5ft (max 10, seat 8 per table)
* Wooden Trestle Tables
* Mood lighting including 4 x disco lights
* Bar staff
* WIFI

**What’s not included?**

* Catering
* Table linen Black £12.00 White £12.00 per table
* Projector & Screen £80.00
* The Club DJ £250.00
* Casino Roulette from £350 Blackjack Table £300
* Black and White Ceramic Dance floor £150.00
* Star cloth stage backdrop £150.00
* Copper lights £12 each
* Photobooth £350.00, Magic Mirror £300
* Additional chairs £5 each
* Security £75
* Car Parking

**Please check and answer the following**

Do you require?

1. Entertainment, bands, acts, shows etc.
2. Changing room for bands/acts
3. Band or stage lighting, including disco lights
4. Support staff or event manager
5. Event security – parties over 120 will require a SIA badged security £75.00
6. Waste removal for larger corporate events, team builds, weddings etc
7. Theme Props
8. Are you expecting pre-event deliveries and suppliers
9. Audio Visual support
10. Tables & Chairs (QTY )
11. Table linen £12.00 white £12.00 black (QTY ) 8 people per table
12. Dance floor £150.00
13. Photo [Booth Magic Mirror](https://www.planetpursuits.com/planet/portfolio-items/magic-mirror/?portfolioCats=72) From £350.00

 14. Catering?

**Note:** Hire price is for the event space only, once we understand your full requirements, pre-event set up and event duration, we will submit you an accurate quote.

**Terms and Conditions Venue hire is subject to the following terms and conditions.**

1. Function Booking

a. A min of £200 for the event hall and 50% of an Event Bookings (whichever is the greater) is required with the return of this contract to secure your event at The Cricklade Club. Paying a deposit constitutes agreeing to these terms and conditions. Balance is due if within 60 days.

b. The Cricklade Club cannot guarantee your booking until the Terms and Conditions have been signed and returned and the non-refundable deposit has been received.

c. The balance of the hire charge (and any other relevant charges) is due 60 days prior to your function (unless otherwise arranged and confirmed in writing by the management) based on anticipated numbers. You will be issued with an invoice detailing the relevant charges. If we do not receive the full payment 60 days prior to your function, we shall be at liberty to terminate this contract and your event forthwith without being liable for any refund or compensation.

d. Amendments to guest numbers and/or arrangements for the booking must be confirmed in writing to The Cricklade Club. A final invoice will be sent out upon confirmation of final numbers and is due for payment prior to the event.

f. Any charges incurred (including any damages, breakages, extra cleaning etc) must be paid no later than four weeks after the event date. g. Complaints: In the event of any complaint or concern, the hirer should raise the matter with the manager in charge during the time of the event, and follow this up in writing within 48 hours of the event taking place.

h. We reserve the right to change prices due to increase in suppliers’ costs, tax, duty and any changes in VAT. i. We strongly recommend that you consider insurance to protect you against cancellation or abandonment. Insurance can also cover non-appearance of third party suppliers, property damage to the venue or its contents, third party bodily insurance and third party damage. The Cricklade Clun does not accept liability for these.

2. Catering

a. Confirmation of final numbers must be received in writing at least two weeks prior to the function. Formal table plans are the responsibility of the organiser, however we need to view final plans at least one week prior to the date of the function.

b. For weddings we will provide a table, a cake knife. If these are not appropriate it is your responsibility to provide an alternative.

c. No food or beverage (other than the wedding cake) may be brought from outside onto the premises unless permission is given in writing by the management.

d. Hire costs includes tables and chairs as requested, but excludes all linen costs. Chairs are folding wooden slatted chairs, tables are 5ft rounds or 6 ft trestle tables. Any other table or style of chair will be an additional cost. Our round tables seat 8 per table.

3. Entertainment

a. DJ: You can hire our in-house DJ for your function for £200 (inclusive of VAT). This is for a maximum of 6 hours. Please inform the Management team if you would like to book the DJ. Our 12x12ft ceramic black and white dancefloor is £150.00 to hire and is not included in the hire.

b. Prior consent must be sought from the venue for any form of entertainment or decoration.

c. We do not allow table confetti, glitter, sprinkles on tables or in the venue. You will be charged £100 cleaning fee if this is contravened.

d. . No tape, glue, cello tape on walls or fixtures. No fixings into walls or structure

e. Please be aware we do monitor noise levels of music with a sound level meter. We are required by law to keep sound levels below 85db in accordance with Work Regulations (Directive 2003/10/EC-2006). This is to protect our employees and to ensure noise is inaudible to our neighbours from 11pm. You will be asked to reduce the volume if it exceeds the stated level.

f. Chinese lanterns and fireworks are not permitted. e. No candles or live flames are allowed either inside or outside the premises. T-lights only on request.

g. Live music: If you would like to source your own live music provider they must adhere to our licensing requirements and any management requests in terms of sound levels and timings etc.

h. It is the hirer’s responsibility to ensure that all entertainment providers booked for their event are in possession of Public Liability Insurance and that the equipment to be used at the venue is Portable Appliance Tested (PAT). The management reserves the right to request a copy of this documentation at any time and will refuse permission to any agents who do not have these in place.

i. Please ensure that all entertainment providers are aware that they will need to adhere to any management requests during the event. e.g. sound levels.

j. For conferences please discuss your PA requirements, as we do not include the hire of any PA or projection in the hire costs.

k. For props, casinos, entertainment, bands, additional lighting, please contact our management team.

4. Security

a. Age Verification Policy: We reserve the right to refuse the sale of alcohol to any customer who appears to be under the age of 25 and who fails to present either a valid passport or driving licence to prove that they are over 18.

b. The Cricklade Club will endeavour to ensure that your function is private and closed off to the public but will not be held responsible for any persons found not to be a member of your party.

c. Customer Property: Whilst every effort is made to safeguard customer property, The Cricklade Club does not accept any liability for any loss or damage to customers’ property howsoever caused. Please note that all property which is not provided by the venue must be removed from the venue at the end of the event.

d. Drugs Policy: We operate a zero tolerance drugs policy. Anyone found in possession of any illegal substances will be reported to the police and asked to leave the premises.

e. All cars are left at the owner’s risk and the Cricklade Club accepts no responsibility for cars parked at the public car park or the surrounding area.

f. We reserve the right to judge acceptable levels of behaviour in all customers and the organiser must take all necessary steps to correct this.

5. Cancellation

a. Deposit: Please note that all deposits are non-refundable. A minimum £200 deposit is required to secure all bookings 52 weeks and over. A deposit of 50% is required on all booking within 51 weeks of the event date.

b. In the event of cancellation of a booking made by the client for whatever reason The Cricklade Club will make a cancellation charge for the total anticipated loss of revenue on the following basis: 52 weeks and over 25% of the booking value 27 to 51 weeks 50% of the booking value 13 to 26 weeks 75% of the booking value 12 weeks or less 100% of the booking value

c. Cancellation of a confirmed booking must be made in writing and will be effective from the date received by the venue.

d. If a booking is re-scheduled then the deposit may be transferred to an alternative date, at the discretion of the Management.

6. Legalities

a. Last orders: All alcoholic drink will cease to be served at 23:00 Monday – Thursday and 12.30 Friday, Saturday, this may be extended to 01.30 on request.

b. The hirers will be held responsible for their guests, their agents and their conduct. We reserve the right to remove guests from the premises who are intoxicated or not conducting themselves in an appropriate manner. Any damages and breakages during the event will be billed to the hirer. It is the hirer’s responsibility to ensure that all guests arrive and depart in a quiet and orderly fashion. Badged security is required on all events of 120 or more guests at £50.00.

c. It is the hirer’s responsibility to inform all guests and agents of these terms and conditions.

d. During your event please ensure that every effort is made to safeguard the fixtures, fittings and decorations. Any damage caused by you or your guests will be restored by The Cricklade Club and the costs incurred will be recharged to the hirer. Please inform us of any damages within 24 hours of your event taking place. The hirer agrees to leave the Cricklade Club in a clean and orderly state at the end of the event with all rubbish and decorations removed. The management reserve the right to charge the hirer for any excessive or extra cleaning required.

e. CCTV is in full operation on the premises. Any matters will be taken to the police if necessary. f. No animals are allowed at The Cricklade Club with the exception of Guide Dogs. g. There is strictly no smoking allowed anywhere within the building.

h. In the event of a fire, guests should leave the building by the nearest fire exit and gather in the main car park at the rear. The hirer is responsible for accounting for all guests once they have vacated the building. The hirer agrees to ensure that all fire exits remain clear and are not obstructed in any way.

i. The venue accepts no responsibility for death, bodily injury or disease, howsoever arising to customers or their guests excepting only such circumstances due to the negligence of the venue, its servants or agents, acting strictly in accordance with the terms of their employment, subcontract or other agreement between such servants and agents and the venue. The venue is not liable for any changes to this contract caused by strikes, labour disputes, accidents, breakdown of machinery, supply of electricity, leakage of water, fire, Government restriction, Act of God or any other cause beyond the control of the venue and outside the ordinary and reasonable contemplation of the parties at the time of this contract. In this event the venue’s obligation to the client extends up to, and is limited to, the full refund of any deposit held.

We reserve the right to waive all or part of these terms and conditions. All details are subject to change without notice by the Management.

I hereby confirm that I have read, understand and accept the above Terms and Conditions.

Name:

Signature:

Date of Signature:

Date of your event:

DEPOSIT PAYMENT

Deposit of £200.00 required for all events unless stated. Please ensure you understand our cancelation policy at 5b.

Deposit payment:

Please add the following ref to your BACS payment ‘***TCC ‘date of event’ i.e. TCC 1 March***

Barclays Bank

Sort Code  - 20-05-06

Account No – 63483304

Account Name – Planet Pursuits Ltd P.P Catering & Events