

FUNCTION BOOKING FORM 2026

Please complete all relevant fields. Your booking is confirmed only when the completed form, acceptance of the terms and the full £125 payment have been received.

1. Hirer details

Full name	
Address	
Telephone	
Mobile	
Email address	

2. Event details

Function date	
Type of function	☐ Party ☐ Christening ☐ Wedding ☐ Meeting ☐ Other: _____
Number of guests	_____ Age group(s): _____
Event times	Arrival: _____ Departure: _____
Bar requirements	
Reception drinks	
Kitchen requirements	
Entertainment details	Please provide the entertainment type and supplier name (for example, DJ/disco or live band), plus contact details:

3. Terms and conditions for room hire

3.1 Booking and confirmation

Hire is conditional on the type of event and is subject to responsible drinking, health and safety requirements, and all relevant licensing conditions. The Club reserves the right to refuse a booking for professional, health and safety, licensing, or other legitimate business reasons. Payment of the deposit confirms acceptance of these terms and conditions. A booking is not guaranteed until the booking form and accepted terms and conditions have been received, together with the full £125 payment, including the damages deposit.

3.2 Hire charges

Total payable: £125.00 — comprising a £75.00 one-off room hire charge and a £50.00 refundable damages deposit. The damages deposit is refunded after the clubhouse has been inspected following the event and all cleaning requirements have been met.

3.3 Damages and liability

The hirer must pay the damages deposit. It will be refunded after the clubhouse has been inspected following the event. If damage or loss has occurred, the hirer must either put it right to a standard acceptable to the committee within four weeks of the event or pay the amount incurred by ACC to repair or replace any damage or loss to the building, furniture, carpets, fixtures, fittings, or other ACC property. The deposit may be withheld until this has been completed. ACC accepts no liability for loss of, or damage to, other people's property, including vehicles in the car park.

3.4 Cleaning

The hirer must leave the venue clean and tidy at the end of the event or, if there is no room hire the following day, by 12 noon the next day. All used tabletops must be cleaned, the carpet vacuumed, and bins emptied. The Club will provide a vacuum cleaner and bin bags.

3.5 Entertainment and special activities

DJ / disco: Copies of current PAT testing and public liability insurance certificates must be provided before the event.

Live music: Live music must be approved by the Club in advance. Contact details for the provider must be supplied. The hirer and entertainment provider are responsible for ensuring that electrical testing and appropriate insurance are in place, and must follow Club instructions on sound levels and music suitability.

Noise management: Noise must be managed so that neighbours are not adversely affected. Music may be played only inside the building. The hirer must ensure that guests arrive and leave with care and consideration for the local community.

Bouncy castles: The hirer is responsible for ensuring that adequate insurance is in place and that the relevant certificates are supplied to the Club before the event. ACC is not responsible for personal accidents relating to a bouncy castle. The hirer must provide continuous supervision for the full period of hire.

Fireworks: Fireworks may not be used without the Club's prior approval. The Club must have sufficient notice to inform neighbours before the event. Under no circumstances may fireworks be used on the night if prior approval has not been given.

3.6 Security, safety and conduct

Age verification: The Club operates an age-verification policy and will not serve alcohol to anyone who appears to be under 18 and cannot provide valid proof of age.

Event security: The Club will make reasonable efforts to keep the event private and closed to the public but is not responsible for gate-crashers or intruders. The hirer must prevent undesirable persons from entering, remaining on, or otherwise using the premises, and must nominate a steward to ensure that these conditions are followed.

Emergency evacuation: The hirer must ensure that everyone attending the event leaves the building if an evacuation is required. Before the event, the hirer must familiarise themselves with the building layout, fire exits, firefighting equipment, and fire alarm. In an emergency, contact the emergency services first, then the nominated ACC lead.

Nominated ACC lead: Darren Shimmons, Club Chair — 07368 303711

Drugs policy: The Club operates a zero-tolerance drugs policy. Anyone found in possession of illegal substances will be reported to the police and required to leave the premises. The Club may end a function early if it suspects drug-related activity.

Alcohol: No alcohol may be brought into the Club without prior agreement. The Club may confiscate alcohol brought onto the premises that was not purchased from the Club bar.

Smoking: Smoking is not permitted anywhere inside the building.

Children and young people: Hirers are responsible for the protection, safety, and wellbeing of children in their care.

ACC is a registered sports and social club. Players, members, committee members, and hirers are responsible for the safety and legality of activities taking place at ACC.

3.7 Licensing and legal requirements

Bar closing time: Last orders are at midnight, with drinking-up time ending at 12:30 am.

Guest conduct: The organiser is responsible for guests and their behaviour. The Club may remove intoxicated guests and may end a function early if guests do not behave responsibly.

CCTV and Club property: CCTV operates throughout the premises. If guests are identified removing or damaging Club property, the Club will contact the hirer to arrange return of the items or payment of their replacement value. The police may be contacted where necessary.

4. Hirer declaration

I confirm that I have read, understood, and accepted the terms and conditions in this booking form.

Print name		Function date	
Hirer's signature		Date signed	

5. Return and payment

Return the completed form to:

Mrs K Shimmons, Treasurer
c/o 35 Millfield Road
Albrighton, WV7 3JN

Important: Your booking will be confirmed only when the completed form and full £125 payment have been received.

Online payment

Bank	TSB
Account name	Albrighton Cricket Club
Sort code	30-10-12
Account number	00034473

Cash or cheque

Cash is accepted, or cheques should be made payable to **Albrighton Cricket Club** and posted to:

Treasurer, Mrs K Shimmons
35 Millfield Road
Albrighton, WV7 3JN