

Guildford Cricket Festival 2012

Corporate Hospitality Marquee Booking Form

Please read the Terms & Conditions. Sign and date this form when you have completed it.

Hirer's Name

Address including postcode

Contact person and position

Telephone

E-mail

Day(s) for which you are booking

DAY	DATE	MATCH	PRICE per Marquee	No. of Marquees	COST £
Wednesday	11 th July	Surrey v Lancashire LV County Championship DAY ONE	£2,250		
Thursday	12 th July	DAY TWO	£2,250		
Friday	13 th July	DAY THREE	£2,250		
Sunday	15 th July	Surrey v Nottinghamshire CB40 limited overs	£1,250		

VAT @ 20.0%

TOTAL COST

PAYMENT TERMS

- A Non-refundable Deposit of £500 is payable now with the Booking Form to reserve your Marquee(s).
- The balance will be invoiced subsequently and be payable no later than 31 May 2012.

I hereby acknowledge and accept the Guildford Festival Terms & Conditions

Signature

Print name

Date

Return the Booking Form with your deposit cheque for £500 (payable to "Guildford Cricket Club Limited") to:

Guildford Cricket Club Limited
The Sports Ground
Woodbridge Road
Guildford
Surrey GU1 4RP

Call 07767 224632 or E-mail chad_murrin@msn.com if you have any questions

Details of your Caterer

Name of Caterer

Address including postcode

Contact person

Telephone

E-mail

If you have not appointed a Caterer at the time of making your booking, please insert "To Be Advised" above and return the Booking Form and Deposit as soon as possible.

If you would like assistance in selecting a caterer, please call 07767 224632 or e-mail chad_murrin@Msn.com. As set out in the Information for Hirers of Corporate Hospitality Marquees brochure, the Preferred Catering Partner for 2012 is Caper & Berry (www.caperandberry.co.uk).

GUILDFORD CRICKET FESTIVAL - CORPORATE HOSPITALITY MARQUEE HIRE

TERMS & CONDITIONS OF HIRE

DEFINITIONS

- (a) "the Caterer" shall mean the person organisation or company providing catering services on behalf of the Hirer as detailed on the Booking Form
- (b) "the Deposit" shall mean £500.00
- (c) "the Festival" shall mean the Guildford Cricket Festival from year to year
- (d) "GCC Ltd" shall mean Guildford Cricket Club Limited
- (e) "the Hire Fees" shall mean the fees payable by the Hirer to GCC Ltd for the hire
- (f) "the Hirer" shall mean the person, organisation or company who has agreed to hire the Marquee as detailed on the Booking Form
- (g) "the Period of Hire" means the day or days specified on the Booking Form
- (h) "SCCC" shall mean Surrey County Cricket Club

1. RESERVATIONS AND BOOKINGS

- 1.1 The Hirer shall pay the Deposit of £500.00 on confirmation of the booking. The Deposit shall be non-refundable to the Hirer except where provided for by Condition 2.1.1 below
- 1.2 The Hirer shall pay the balance of the Hire Fees no later than 60 days before the start of the Period of Hire or as may be directed by GCC Ltd
- 1.3 Tickets and other admission documents will not under any circumstances be issued prior to receipt and bank clearance of full payment relating to such tickets and admission documents.

2. CANCELLATION BY GCC Ltd

- 2.1 GCC Ltd may cancel the hire in whole or in part:
 - 2.1.1 where in the opinion of GCC Ltd the Marquee facilities are unfit for use and in such instances the Hiring Fees and Deposit will be refunded except where the unfitness arises from the action or default of the Hirer
 - 2.1.2 for non-payment of the Hire Fees in contravention of Condition 1.2. GCC Ltd accepts no responsibility for any costs or expenditure incurred or sustained by the Hirer as a result of cancellation of the hire in these circumstances
- 2.2 If the Hirer fails to observe or perform any of the Conditions of Hire then GCC Ltd may:
 - 2.2.1 charge to and recover from the Hirer any expenses incurred by GCC Ltd to remedy such failure including the cost of employing attendants workmen cleaners or other persons as may be appropriate and
 - 2.2.2 cancel the instant or any other hire of the Marquee by the Hirer without incurring any liability to the Hirer for the return of the Hiring Fee or otherwise
- 2.3 GCC Ltd shall not be liable for any loss due to any breakdown of Marquee structure or canvas, machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God, which may cause the Marquee to be temporarily closed, or the hiring of the Marquee to be interrupted or cancelled

3. CANCELLATION BY THE HIRER

If the Hirer wishes to cancel the hire the repayment of the Hire Fees (less Deposit) shall be at the discretion of GCC Ltd. In the event that the hire is cancelled by the Hirer less than 60 days prior to the commencement of the Period of Hire and GCC Ltd is unable to conclude a replacement booking for all or any part of the Period of Hire prior to the commencement of the Period of Hire the Hire Fees (less such fees received by GCC Ltd for any replacement bookings concluded for all or any part of the Period of Hire) shall be payable by the Hirer forthwith

4. SUPERVISION

- 4.1 During the Period of Hire the Hirer shall be responsible for:
 - 4.1.1 the orderly and safe vacation of the Marquee in case of emergency
 - 4.1.2 the acts and behaviour of all persons permitted by the Hirer to enter the Marquee
 - 4.1.3 the safety of the Marquee

5. INJURY TO PERSONS AND LOSS OF PROPERTY

- 5.1 GCC Ltd and SCCC shall not be responsible or liable for damage or loss or theft of any goods articles or property of any kind brought into or left at the site either by the Hirer for his/ her own purposes or by any other person or left or deposited with any Officer or employee of GCC Ltd or SCCC except where such damage or loss is due to the negligence of GCC Ltd or SCCC
- 5.2 GCC Ltd and SCCC shall not be liable for the death or injury to the Hirer or any of its servants or agents or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Hirer except where such death injury or loss is due to the negligence of GCC Ltd or SCCC
- 5.3 It is strongly advised that the Hirer or its servants or agents hold their own Public Liability Insurance, with a recommended £5 million minimum indemnity

6. USER

- 6.1.1 The Marquee shall be used solely for the provision of corporate hospitality by the Hirer and for such purposes as are ancillary to the provision of such corporate hospitality
- 6.2 Posters, boards, placards, signs, flags or other emblems are permitted to be displayed inside the Marquee or within your enclosure.
- 6.3 GCC Ltd may require the Hirer to remove forthwith any material used or displayed in contravention of Condition 6.2 or material that is considered unsuitable

7. **HOURS OF HIRE**

- 7.1 The Marquee shall normally be available for use during the Period of Hire between 12.00 PM and 7.00 PM on Sunday and 10.00 AM and 7.00 PM on Monday-Thursday.
- 7.1.1 The Caterer only may access the Festival site from 8.30AM during the Period of Hire.
- 7.1.2 all furniture/equipment (including bar/catering equipment) provided by the Hirer or any of its servants or agents shall be removed from the Marquee and the Catering Marquee by 9.00 PM on the last day of the Period of Hire (also refer to Condition 11)
- 7.2 Hours of play are as advertised (normally 1.45 PM start on Sunday and 11.00 AM start on Monday-Thursday inclusive – but may vary due to weather interventions or otherwise pursuant to Playing Regulations). Play is expected to finish at approximately 6.30 pm daily, but may be extended depending on the state of the game and interference from the weather
- 7.3 Play during the match cannot be guaranteed on any day. GCC Ltd will not issue any refund for any game/play affected by the weather or game/play that may finish early

8. **SALE AND SUPPLY OF ALCOHOL**

The Hirer shall be responsible for ensuring that it and/or the Caterer holds all appropriate licences under the Licensing Act 2003 for the sale and supply of alcohol

9. **SAFETY REQUIREMENTS**

- 9.1 All conditions relating to Health and Safety shall be observed
- 9.2 Obstructions shall not be placed in front of exits, which shall be immediately available for free public egress
- 9.3 Highly flammable substances shall not be brought into nor used in any part of the Marquee. No internal decorations of a combustible or inflammable nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the written consent of GCC Ltd
- 9.4 Liquid Petroleum Gas (LPG) shall NOT be used for cooking on site unless fitted by a CORGI registered fitter. Further advice is available from GCC Ltd or Guildford Borough Council's Environmental Health Services
- 9.5 Barbecues are not permitted
- 9.6 Electricity is available for your use to the maximum of four kilowatts per Marquee. No additional lighting, heating, power or other electrical appliances shall be used in the Marquee. GCC Ltd may close down any Catering Marquee, or remove any appliances not adhering to this condition
- 9.7 All electrical equipment brought into the Marquee by the Hirer or Caterer whether belonging to the Hirer or Caterer, on loan or on hire shall display a valid Portable Appliance Test (PAT) sticker. Appliances not adhering to this condition shall not be permitted
- 9.8 GCC Ltd shall ensure that First Aid facilities are available to all users of the Marquee. First Aid facilities shall be located by the rear entrance gate
- 9.9 Potable water (via standpipes), WCs/portaloos will be available during the Festival

10. **DAMAGE TO GCC Ltd PROPERTY**

- 10.1 The Hirer shall take good care of and not cause any damage to be done to the Marquee or to any fittings, equipment or other property in the Marquee and the Hirer shall make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible

11. **NUISANCE**

- 11.1 Litter shall not be left in or about the Marquee or its enclosure
- 11.2 The Hirer shall ensure that the noise level of its function does not cause nuisance annoyance or disturbance to the occupiers of adjacent or nearby Marquees

12. **CLEANING & SECURITY**

- 12.1 At the expiration of the Period of Hire the Hirer shall leave the Marquee in a clean and tidy condition free of litter and in particular (without prejudice to the generality of the foregoing):
- 12.1.1 the Hirer shall remove all equipment, goods or other property previously brought into the Marquee and Catering Marquee by or on behalf of or with the permission of the Hirer
- 12.1.2 GCC Ltd may remove forthwith any equipment goods or other property left at the Marquee at the expiration of the Period of Hire in contravention of condition 12.1.1
- 12.1.3 the costs of removal and storage of any such equipment goods or other property shall be payable by the Hirer
- 12.1.4 the collection of any such equipment, goods or property will be at the convenience of GCC Ltd
- 12.1.5 GCC Ltd will not be responsible for any damage to any equipment, goods or property left on site in contravention of condition 12.1.1
- 12.1.6 All vehicles entering the site may be subject to security examination, which may include the unloading of the vehicle. Examination may be undertaken by GCC Ltd or SCCC or their agents, at any time