



Stowmarket Community Sports and Social Club CIC

Facilities and Equipment Hire Agreement

Stowmarket Community Sports and Social Club CIC (SCSSC) facilities and equipment are for public hire under the rules and regulations of their constitution. The SCSSC representative is responsible for ensuring the constitution, rules and regulations are upheld on behalf of the company.

Agreement to hire is between SCSSC and the hiring party contact name, named below, and is completed following the signing of this form. *An email confirmation is an agreed signature and will be printed and filed with this document.*

Hiring Party

Contact Name:		Contact Address:		
Telephone No:				
Email:				
Date of Hire:		Time from and to:		To
Cost Agreed:				

Facility you wish to Hire

Please mark the boxes with an X or quantity where it advises.

Function Hall (Incl. Bar and Kitchen):	<input type="checkbox"/>	Changing Rooms:	<input type="checkbox"/>	Main Pitch:	<input type="checkbox"/>
Bar Area Only:	<input type="checkbox"/>	Training Pitch:	<input type="checkbox"/>	Committee Room:	<input type="checkbox"/>
Buffet/Sit Down Meal:	<input type="checkbox"/>				

Equipment Required

Full Size Goals:	<input type="checkbox"/>	Training Goals:	<input type="checkbox"/>	Cones:	<input type="checkbox"/>
Speed Ladder:	<input type="checkbox"/>	Size 5 Balls:	<input type="checkbox"/>	Poles:	<input type="checkbox"/>
Hurdles:	<input type="checkbox"/>	Bibs: <i>State Quantity</i>	<input type="checkbox"/>	Football Strip: <i>State Quantity</i>	<input type="checkbox"/>
Bar B Q:	<input type="checkbox"/>				

NB: Hiring of the bar area only allows access to the dartboard free of charge. Under no circumstances can a hiring party or any guests of a hiring party bring liquid refreshments into the facilities. Under the licensing agreement, these must be purchased on site over the bar. All facilities hired under this agreement for use after 6pm, are terminated at last orders as per the licensing agreement, unless an additional licence has been requested and agreed.

Hiring the SCSSC facilities entitles you to membership of the club for the duration of the hire. All guests that you invite will be there under your membership and therefore your responsibility. Should you wish to extend your membership it is **only £12 for one year** and entitles you, a partner and your children to become members.

Name of SCSSC Representative:

Signature:

Signature of Hiring Party:

Rules and Regulations

The Hiring Party contact name is the sole responsible person for the hiring of these facilities ensuring these rules and regulations are met by themselves and their guests. A guest will be deemed anyone entering the facilities during the hiring agreement period. Should any guest, or the Hiring Party Contact, break any of these and/or additional SCSSC club rules, then appropriate legal action may be taken. It is the responsibility of the Hiring Party to ensure anyone on the premise at that time a guest. If unsure please contact the bar steward on the night.

Cost Breakdown to hire the facilities

Agreed Cost:	£	
Deposit Required:	£	
Yearly Family Membership:	£12.00 Yes	£0 No
Extra Hours Licence:	£	
Final Payment Following Deposit:	£	
Amount Paid:	Date:	£
	Date:	£
Clean up Deposit Required:	£20.00	
Total Required 14 days before the date of hire:		

Once you have a form please contact the club on 01449 612533 (*Don't worry if you need to leave a message, these are picked up each night and we will get back to you ASAP. All hire agreements will require a deposit*) and:-

1: Check the date you require is available. 2: Confirm the total price and any additional requirements eg: Buffet. 3: Confirm the deposit required. *Do not send cash in the post, only cheques and they must be made payable to "Stowmarket Community Sports and Social Club"*

Once the date, price and deposit have been agreed, please complete the forms RED boxes. Finally, send both the deposit and this completed form to Stowmarket Town FC, Greens Meadow, Bury Road, Stowmarket, Suffolk, IP14 1JQ. Both must arrive no later than 14 calendar days from the date you agreed the price. Should this be broken, the hire agreement is null and void and the date requested for the hire will be available to use by any other parties. **A receipt will be sent to the Hiring Party Contact Name.**

No later than 14 days before the "Date of Hire", the Total Required cost above will need to be sent to: Stowmarket Town FC, Greens Meadow, Bury Road, Stowmarket, Suffolk, IP14 1JQ

If you have any queries regarding this form please contact Sheila Sharp on 01449 612533.

That's it...other than relax, enjoy yourself and all at SCSSC hope you have a great time!

Clean up Deposit Required: This cost is in the form of a cheque and should be handed to the General Manager on the night. It will be returned if the following is completed by you the Hiring Party Contact, 1: Removal of all rubbish. 2: Facilities are left clean and should replicate the condition from when the hire agreement began. The General Manager will confirm the condition upon completion of the hire agreement. Failure to comply with this rule will mean the loss of your Clean up deposit. A hire agreement for any part of the SCSSC facilities includes the toilets. SCSSC will send you your deposit, to be destroyed, upon the SCSSC facilities managers report to SCSSC, no later than 3 working days following the end of the "Date of hire".