



# 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. Please complete the red boxes.*

### Hiring Party

Contact Name:	<input type="text"/>	Contact Address:	<input type="text"/>		
Telephone No:	<input type="text"/>		<input type="text"/>		
Email:	<input type="text"/>				
Date of Hire:	<input type="text"/>	Time From:	<input type="text"/>	Time To: (Midnight Latest)	<input type="text"/>
Type of Function:	<input type="text"/>				
(NOTE: WE DO NOT ALLOW 18 <sup>TH</sup> OR 21 <sup>ST</sup> BIRTHDAY PARTIES)					
Estimated No.s (Max 120)	<input type="text"/>	Time access required to hall for setting up purposes:	Time From:	<input type="text"/>	Time To:
Cost Agreed:	<input type="text"/>				

### Facility you wish to Hire

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

<b>Function Hall</b>	<input type="checkbox"/>	<b>Committee Room</b>	<input type="checkbox"/>
<b>Bar Area Only (Available weekdays to 5:30pm)</b>	<input type="checkbox"/>	<b>Linen Table Cloths Price on Application</b>	<input type="checkbox"/>

**PLEASE NOTE: ONLY BLUE TACK MAY BE USED FOR DECORATING PURPOSES, NO DRAWING PINS ALLOWED**

**Security 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 security 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 manager's report to SCSSC, no later than 3 working days following the end of the "Date of hire".

**Under no circumstances can a hiring party or any guests of a hiring party bring liquid refreshments, alcoholic or otherwise, 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 **£16 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 premises at that time as a guest. If unsure please contact the bar steward on the night.

### Cost Breakdown to hire the facilities

<b>Agreed Cost:</b>	<b>£</b>	
<b>Deposit Required:</b>	<b>£50</b>	
<b>Yearly Family Membership:</b>	<b>£16.00</b>	<b>YES / NO</b>
<b>Extra Hours Licence:</b>	<b>£</b>	
<b>Final Payment Following Deposit:</b>	<b>£</b>	
<b>Amount Paid:</b>	<b>Date:</b>	<b>£</b>
	<b>Date:</b>	<b>£</b>
<b>Security Deposit Required:</b>	<b>£20 On the Night - See Note Above.</b>	
<b>Total Required 28 days before the date of hire:</b>	<b>£</b>	

**Once you have a form please contact Terry Graham on 07746 298741 to:**

- 1: Check the date you require is available.
- 2: Confirm the total price and any additional requirements eg: Buffet.
- 3: Confirm the deposit required.

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 for use by any other party.

*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**

*Do not send cash in the post, cheques must be made payable to "Stowmarket Community Sports and Social Club"*

If you have any queries regarding this form please contact Terry Graham on 07746 298741

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

*SCSSC, Bringing Sport to Life*