**1. Introduction**

a. The Pavilion and Marquee is available for hire by Members and Non-Members alike for any event/celebration or corporate event.

b. Predominantly a Cricket Club, we cannot always guarantee exclusivity on bookings in the period between mid-April and end of Sep yearly due to cricket fixtures, with Saturdays designated as League match days.

**2. Pavilion and Marquee Hire**

a. The cost of hiring the Pavilion / Ground / Marquee can be found on the electronic booking form. Discounts for non-members.

b. All bookings must be made by completing the booking enquiry form on the Club website. This must include the event details in full including any set up time and the number of people expected to attend.

c. You are required to provide up to date contact information including an alternative telephone number and email address, if possible. This will allow us to contact you to confirm arrangements including numbers expected and access on the day.

d. If we are unable to contact you to make final arrangements, we reserve the right to cancel your booking.  Please ensure you update us if your contact details change.

e. A guest list with surnames, (in alphabetical order if possible) is required on the day of the event for fire security reasons.

**3.** **Payment**

A deposit of 10% may be required at the time. Full payment is required at least 4 weeks prior to the event. Bank details will be provided once a booking is made. Your payment will require your booking date and full name as a reference. Payment by bacs to Portsmouth Cricket Club.

**4.** **Cancellation**

A 75% refund of your payment will be issued if your event is cancelled before 1 month of the date booked. Cancellations within 1 month of the booked date will result in no refund being issued.

**5.** **Catering**

a. The Pavilion has a small kitchen area which is available for use. Tea and Coffee facilities can be made available for your event at a small additional charge. This will need to be requested at the time of booking. You are responsible for ensuring that the kitchen area is left clean and tidy after use.

b. Outside catering companies can be used for your event.

c. There are a limited number of tables available for you to use. You will need to provide your own tablecloths, disposable plates, and serviettes. We can provide bin liners for you to use.  The Pavilion/Marquee should be left in a clean and tidy condition after use.

d. Food allergens. There are now specific [guidelines](https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses)regarding the presence of food allergens. You are responsible for informing your guests of any allergens that may be present in any buffet which you provide. All unused or waste food should be removed from the premises at the end of the function.

**6.** **Bar Facilities**

a. The Club operates a subsidised Bar facility that is available for Member and non-member bookings. Only drinks provided by the club are permitted to be consumed on the premises. Anyone found consuming alcohol which has not been purchased on the premises will be asked to leave.

b. You will be required to pay for Bar staff at the rate of £10 per hour for the duration of your event. Payment will be required in advance of the event. You will be informed 4 weeks prior to your event on the number of Bar staff in attendance.

c. Corkage. Corkage will be charged at the rate of £7.50 for each bottle of Wine and £10 per case of Lager, Bitter or Cider.

**8.** **Underage Drinking**

a. Bar staff will ask for photographic proof of ID from anyone who appears to be underage.

b. Please ensure you let your guests know that they will be required to provide acceptable ID in the form of either a passport, driving licence or student card to prove that they are aged over 18 years.

c. Any persons not able to prove their age will not be permitted to purchase or consume alcohol on the premises.

d. Anyone under the age of 18 years of age who attempts to purchase or consume alcohol on the premises will be asked to leave.

e. Any adult that purchases alcohol on behalf of someone under the age of 18 will also be asked to leave the premises.

**9.** **DJ’s/Band**

a. Any DJ, singer, band or entertainer booked to perform at Portsmouth Cricket Club must have public liability insurance and evidence of this must be provided to the on-Duty Bar Staff or designee upon arrival at the establishment.

b. Please ensure your DJ/band clears any equipment from the club at the end of the evening. Advise them that the bar supervisor will confirm the time for last orders and music cessation.

c. Smoke generating machines are not permitted.

**10.** **Smoking**

There is no smoking within the ground. Smoking is permitted outside of the Main entrance. Drinks in either bottles or glasses are not permitted to be taken outside/off the premises at any time.

**11.** **Decorations**

Decorations are permitted in the Pavilion and Marquee. This should be discussed with the Events Coordinator at the time of booking. Tea lights or candles may not be used. LED candles are acceptable.

**12.** **Children’s Parties**

a. Children’s parties are permitted, and we can also provide fun cricket games run by our ECB accredited Coaches. An additional cost for this will be required.

b. Bouncy Castles are permitted within the ground providing the required insurance liabilities are provided.

**13.** **Miscellaneous**

a. Portsmouth Cricket Club will not be liable for any incidents or accidents that occur on the premises affecting you or your guests which are caused by you or your guests whether by accident or deliberate acts.

b. When you make a booking you are hiring either the Pavilion and or the Marquee and Bar staff.

c. You are responsible for any liability claims that may arise from your event.

d. Please be advised that we don’t have cloakroom facilities available. The club will not be liable for loss or theft of any items at the venue.