



# Tintwistle Cricket Club

**Document Name:** Facilities Hire Policy

**Author(s):** Stuart Rose

**Approved by:** Selection Committee

**Approved Date:** 22/02/2024

**Next Review Date:** 20/01/2025

## TCC Facilities Hire Policy

### Purpose of Document

This document covers the rules around the hiring of the facility at TCC and expected standards. To ensure your event runs smoothly please ensure that all people responsible for the event are familiar with this Booking Policy.

### Booking process

- All bookings **MUST** be completed via the club's online room booking system or via a club official.
- All bookings are considered as provisional until the booking is confirmed by email. The booking email will act as a contract between TCC and the client.
- Final set up, times, numbers and special requirements must be confirmed at least seven days prior to the event.
- A non-refundable deposit will be taken in case of cancellations and will be returned on to the client on the payment card (subject to confirmation there has been no damage to the club premises during the event).
- TCC may cancel the booking:
  - If the booking does not fall within the criteria described under 'Use of Facilities'.
  - If the client is in arrears of previous payments.
  - If the client has failed to adhere to the terms and conditions outlined in this document.

### Required information.

For your event to run smoothly, we need as much information as possible. Please tell us about all your requirements prior to the event so that we can ensure that we have the staff and resources to meet all your needs.

In order to book a room, you will have to provide the following information as part of the booking process:

- Name, email address and contact number.
- Date and time of event.
- Event type (please check 'Use of Facilities' section)
- Payment Details
- Any special requirements

Prior to the event the clients are welcome to call to the premises to familiarise themselves with room layout or discuss any additional requirements. It is best to agree room set up prior to the event to ensure that all your requirements are met and your room meets your expectations.

**Please note: Blu-tack and Sellotape should not be used on walls.**

### Health and Safety

Our H&S policy can be found online or on the notice boards in the facility. These will also be sent with every booking. Please review and familiarise yourself with these ahead of your event.

### Car parking

Off street car parking is available on Speedwell Close, there is currently no access to car parking or access for any suppliers to drive to the building. Please ensure you park sensibly and keep our neighbours access clear.

**Disclaimer: Tintwistle Cricket Club cannot accept any responsibility for loss or damage to equipment, personal property or vehicles while on our premises.**



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## Use of Facility

The facility can be used for the following event types:

- Baby Shower
- Wake
- Kids Birthday Parties
- Birthday Parties (please contact the club before booking for 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> or 21<sup>st</sup> birthday parties)
- Charity events
- Club/society meetings.

If you are looking to book an event that is not on the list above please contact the club before booking.