



WICKFORD CRICKET CLUB

Founded 1887

Patmore Memorial Sports Ground, Runwell Road, Wickford, Essex SS11 7HG

Tel: 01268 763023

Web: <http://www.wickfordcricketclub.co.uk>

Affiliated to the Club Cricket Conference and the England and Wales Cricket Board

Member of Shepherd Neame Essex League



President: David John Letch

Hon. Chairman

L Johnson

41 Belmont Close

Wickford SS12 0HR

Tel. 07973 504764

Hon. Secretary

M Spooner

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Homestead Road

R Heath CM11 1RP

Tel. 07770 991221

Hon. Treasurer

W. Morrison

17, Swan Lane

Wickford SS11 7DB

Tel. 01268 732031

Hon. Fixtures Secretary

S. Spooner

22 Rushbrook Avenue

Runwell SS11 7HE

Tel. 07733 226518

Full Terms & Conditions for the hire of the Club Pavilion & Bar

1. All applications for the hire of the Pavilion and Bar must be made, in person, to the Club Secretary or Bar Manager.
2. The completion of a booking form, prior to the event, identifying all requirements and associated hire charges is compulsory.
3. The Club reserves the right to refuse any application. **NB. Only in exceptional circumstances will the Club accept any bookings for 18th and 21st birthday parties other than those from Full Club Members. Responsible adults must be guaranteed to be present throughout these events and hirers must cover the costs for the employment of door staff for the event. This will also include a refundable cash deposit of £200 to cover the costs of any damage incurred during the course of the hire. This must be made at least 7 days prior to the event.**
4. **For all other bookings this refundable cash deposit is £100, which must be made at least 7 days prior to the event.**
5. The Club will confirm provisional bookings upon receipt of a deposit of **£50.00**.
6. The hirer, who must be aged over 18, will be required to pay the balance of the full hire charge at least 7 days prior to the event taking place.
7. The Club may, at any time, cancel a booking. In such an event, the hirer will be reimbursed for the full amount already paid (deposit or hire charge) but the Club will not be held responsible for any loss of estimated income or for any expenses incurred by the hirer.
8. The hirer will be allowed to cancel any booking provided that the Club Secretary is notified, in writing, at least 14 days before an event, in which case the hirer shall receive a refund of 60% of any fees already paid. No refund will be made if written notice of cancellation is received less than 14 days before the event is due to take place.
9. In the case of evening bookings, **the hire period commences at 7.30pm and the licensed bar must close at 11:30pm** and dancing/music must cease at 11:30pm in order that the Pavilion and Bar may be vacated by midnight. Entry to decorate prior to 7.30pm is permitted by arrangement with the Bar Manager.
10. The hirer may only employ a caterer authorised by the Club. The Club accepts no liability for any act of neglect or default by the caterer. No bookings will be accepted from the caterer.
11. The hirer agrees that the only alcoholic beverages consumed during the event will be those purchased from the Club via the Bar or by advance order.

12. An additional charge (added to the hire charge) will be made in respect of use of the kitchen by any hirers wishing to carry out their own catering.
13. Caterers or other persons using the Pavilion and Bar are not permitted to load crockery or any other catering equipment onto vehicles after 11:00pm, unless special permission has previously been gained from the Club Secretary or Bar Manager.
14. No items likely to cause damage to the floors or walls may be brought into, or be allowed to remain in the Pavilion and Bar without necessary precautions, which safeguard Club property, being taken by the hirer.
15. The Club will not be responsible for any loss of property, injury to persons or any other claim sustained during the period of hire except insofar as any loss or injury may be caused by, or any claim result from, any act or default of the Club or its Officials acting in the performance of their normal duty.
16. The hirer is responsible for the preservation of good order and will fully compensate the Club for any damage to the Club premises or any damage to, or loss of, Club property of any description. This includes the Tennis Club pavilion and Tennis Club property. Exceptions may be made if the hirer can satisfy the Club that any such damage or loss was caused by an act or default of the Club or its Officials acting in the performance of their normal duties.
17. The hirer must, at all times, permit full access by the Club Secretary, Bar Manager or any other duly authorised Club official to all services.
18. The hirer must give right of entry to Police Officers.
19. The Club will not be responsible for any loss to the hirer due to any breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire. Exceptions apply if any such loss is caused by any act or default of the Club or any Club officials acting in the performance of their duties or if due to any Government restrictions or Act of God which may cause the Pavilion and Bar to be closed or the hiring to be interrupted or cancelled.
20. The hirer must not sub-let or assign the Pavilion and Bar or any part thereof.
21. The hirer must not use the Pavilion and Bar or any part thereof, for any other purpose other than that for which the same is let.
22. The Club Secretary, Bar Manager or any other Club official responsible for the Pavilion and Bar has authority to control the volume of sound caused by musical equipment. The hirer or a responsible person whose name and address have been notified to the Club Secretary or Bar Manager before the date of the hiring must be in attendance at the premises throughout the event.
23. The hirer is responsible for maintaining order throughout the period of hire in respect of any entertainment or meeting in the Pavilion and Bar. The hirer must appoint sufficient numbers of stewards to ensure that order is maintained.
24. The hirer must ensure that the maximum numbers permitted in the Pavilion and Bar for the function are not exceeded. The seating accommodation provided is limited to the number of chairs provided by the Club that are on the premises on the day of hire. Subject to the approval of the Club Secretary or Bar Manager, further seating provision, up to the maximum numbers permitted, may be made by the hirer at their own expense.
25. No bolts, nails, tacks, screws etc. may be driven into any part of the Pavilion and Bar. Placards or advertising bills cannot be displayed in the Pavilion and Bar or on the exterior of the building except for notices or placards provided by the Club for that purpose.
26. No stage fittings, decorations, flags or emblems will be permitted without first having been submitted to and approved by the Club Secretary or Bar Manager. On no account may cotton wool decorations or highly inflammable materials be used for decorative or other purposes within the premises.

27. Under no circumstances will fly posting be allowed on the Cricket or Tennis Club property, including the unmade road from the Swan lane entrance. Failure to comply with this requirement may result in the booking being cancelled.
28. Details must be given to the Club Secretary or Bar Manager, at the time of application, of any item of equipment, commercial or otherwise, which the prospective hirer wishes to install, display or utilise in the Pavilion and Bar during the hire period. Any such equipment may not be installed without the permission of the Club Secretary or Bar Manager.
29. The hirer must, at the expiration of the hire period, leave the Pavilion and Bar in a **tidy and orderly state**. If this condition is not complied with and it becomes necessary for extra staff to be engaged to clean the Pavilion and Bar, an appropriate additional charge will be made to the hirer.
30. For casual bookings e.g. weddings, dinner functions etc., the hirer is advised to contact the Club Secretary or Bar Manager at least 7 days prior to the booking in order to finalise arrangements.

WCC Hire conditions 2025



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BOOKING FORM

Date of Event	
Type of Event (e.g party/reception)	
Number of Guests	
Name of Hirer	
Address of Hirer	
Contact Number	
Email Address	
Hire Costs	
Basic Hire Charge	£250.00 (includes Cleaning charge)
Additional Costs	
Total Cost	
Refundable Deposit (see Conditions of Hire)	£100.00
Deposit Paid (minimum £50.00)	
Amount Remaining:	

- Bar staff required: 0-60 guests 2 staff, 61-89 guests 3 staff, 90+ guests 4 staff
- Cost for the first bar staff is £90, thereafter £70 for each bar staff to be paid in cash at the start of the evening
- Refundable deposit to be paid in cash on the night of the event (returned after inspection)
- Cheques to be made payable to Wickford Cricket Club
- Or transfer to Wickford Cricket Club
Barclays Bank Sort Code: 20-04-96 Account Number: 50952826
Reference to state: Hire-Surname
- Please return form to: Wickford Cricket Club, pbhire@wickfordcc.co.uk
- Please call 07929621295 for any queries regarding your booking