



# NORMANDY CRICKET CLUB

Hunts Hill, Normandy, Guildford, Surrey, GU3 2AH. Tel: 01483 811519

<https://www.normandycricketclub.com/>

**Chairman**  
Mrs Jill Scott  
jdsctt45@hotmail.com

**Hon. Secretary**  
Mr Russell Home  
rjhome11@hotmail.com

**Hon Treasurer**  
Mr Andrew Hemingway  
ncc treasurer100@gmail.com

## BOOKING FORM FOR PRIVATE FUNCTIONS

Name .....

Business Name.....

Address .....

.....

..... Post Code .....

Daytime telephone no. .... Evening telephone no. ....

Date of function ..... Function start/end times .....

Description of function .....

Numbers expected .....

Name of NCC keyholder responsible for function.....  
(this is compulsory: we are a club for private members only)

I accept the booking conditions outlined overleaf and enclose £100 deposit (cheque to be made payable to Normandy Cricket club). Balance to be paid upon receipt of our invoice after the event.

Signed .....

Dated .....

A security deposit of £100 is required to confirm your booking. Please pay deposit and balances by bank transfer to Normandy CC. Account number 90699608. Sort Code 20-35-35

Please sign and return this form to Clare Kennedy, 316 Woodland Walk. Aldershot. GU12 4FY or email to: [clarekennedy11@googlemail.com](mailto:clarekennedy11@googlemail.com)



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## Facility Hire Charges. Please tick those required.

We appreciate you considering our beautiful venue to accommodate your function. NCC is a Community Aid Sports Association and as such our income from event bookings is to allow us to continue to operate as a quality cricket club. We do not operate for profit. Please be aware that we use a large volunteer workforce to help us to run events.

	Price	Tick
<b>Hall &amp; Bar Hire Charge.</b> Includes use of kitchen, toilets, main hall and bar area. Includes bar staff. Price is dependent on function times, setup requirements, bar requirements, number of attendees.	From £250	
Our letting conditions require hirers to clean before their departure on the day of the function. Compulsory additional cleaning fees may be added for certain types of function (e.g. 18 <sup>th</sup> birthday parties)	£30	
Afternoon Function (e.g. children's birthday party). <b>Hall only hire charge.</b> Includes use of kitchen, toilets and main hall area (NOT bar area). Access for setup from 10am. Earlier by arrangement. Maximum number of guests is 120 people.	£80	
Afternoon Function (e.g. children's birthday party) up to 60 guests. <b>Hall &amp; Bar Hire Charge.</b> Includes use of kitchen, toilets, main hall and bar area. Includes bar staff. Access for setup from 10am. Earlier by arrangement.	£155	
<b>Bar area only hire</b> (for meetings etc. when no alcoholic drinks are to be served). Afternoon until 6pm or evening from 7-11pm	£35	
<b>Bar hire</b> (functions when alcoholic drinks are to be served). Does not include use of hall. Price is dependent on function times, setup requirements, bar requirements, number of attendees.	From £150	
<b>Reception Drinks</b> by arrangement at additional cost		



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We would be happy to provide a customised quotation for your wedding or other special event. We can also offer discounts for repeating bookings (e.g. nursery school, club meetings etc)		
Locking up fee (if not by your NCC nominated keyholder)	£25	
Cricket Pitch Hire. Afternoon game.	From £250	
Cricket Pitch Hire. Evening game.	From £150	
Cricket Tea for 40 people (two teams plus officials and guests). Other numbers by quotation. Guideline price. Please agree a price and menu specifically for your booking.	From £200	
Staffed bar (1 person) during an afternoon or evening cricket game.	£65	
VAT is applicable on all bookings for non-members. Non-VAT registered companies can join as annual corporate members, in which case VAT does not need to be added to company bookings.	£35	
<b>TOTAL</b> + VAT will be added if applicable for non-member company bookings		
Please tick if you are a NCC Club Member		



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**Terms of Hire:**

1. All rates above are for 2021.
2. Evening Functions must be finished by 12 midnight (music to stop by 23.30 hours).
3. Afternoon Functions must be finished by 6pm.
4. For functions using hall only, bar will not be accessible or may be in use by another hirer.
5. We do not allow hirers to bring in alcoholic drinks. All drinks must be purchased from our bar. Special order drinks by prior arrangement
6. For functions using the bar only, hall and kitchen will not be accessible or may be in use by another hirer.
7. All functions require named NCC key holder to officiate and to be responsible for opening/locking. Otherwise please choose "lock-up fee".
8. The site manager on the day (appointed by the hirer) will liaise with the emergency services in the event of an emergency. A deputy should also be appointed. Both personnel should familiarize themselves with the fire instructions, escape routes, and other emergency information attached to this booking form.
9. Please report any breakages or damage. Cost may be added to your final invoice. A security deposit of £100 is required to confirm your booking.
10. All hired areas must be left clean and tidy. Any left-over food must be taken away or be disposed of. All rubbish must be bagged and left in the outside wheelie bin.
11. Cricket Pitch bookings are subject to weather conditions and are under the jurisdiction of our Ground Staff. We will do our best to reschedule any bookings lost through bad weather. Depending on the circumstances, catering & bar costs may still apply for cancelled games.
12. Event insurance can be quoted as an additional cost by arrangement.
13. In the event of cancellation, we reserve the right to retain your deposit to cover costs already incurred (e.g. purchase of bar stock, staff costs etc.), and to make a further charge as necessary.
14. You are welcome to use an outside catering company if you choose. We also have a recommended caterers' sample menus on our website. We can also provide contact details for decorations and theming.