

Chelmsford City Football Club

Terms & Conditions

FUNCTION BOOKINGS

- Provisional bookings will be held for a maximum of 10 working days. Any bookings not confirmed within 10 working days may be released without notice.
- All bookings are provisional until a signed booking form has been received along with a non-refundable deposit.
- Full balance is due 21 days prior to the event and if a booking is made less than 21 days prior to the event date, all fees will be due immediately upon booking.
- All persons booking an event at the clubhouse are responsible for their guests. It is therefore required that all evening events have a person or persons appointed by the hirer, to act as stewards. Although unlikely, such a person will be required by the management to control any unacceptable behaviour by guests at the said event.
- Notification of the exact numbers and specific requirements must be provided in writing as early as possible, and no later than 7 days prior to the event.
- Drinks are not to be consumed outside of the clubhouse or brought onto the dance floor. Chelmsford City Football Club is not responsible for any injuries sustained or liable for any personal injuries.
- Clients are to be aware that if they have a tea and coffee station both the urn and the coffee machines will be very hot, and are to take extreme caution when using these facilities, all small children should be supervised near these. Chelmsford City Football Club is not responsible for any injuries sustained or liable for any personal injuries.
- Access before the hire period must be agreed no later than 7 days prior to the event.
- Children under 14 must be supervised by an adult at all times during the function. Under no circumstances must children be allowed to wander unaccompanied through the building or its surrounding grounds.
- Hirers are not permitted to attach any decorations to the walls, doors or any other furniture without permission from CCFC.

CONFERENCE BOOKINGS

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- All bookings are provisional until a signed booking form has been received along with a purchase order number.
- All persons booking an event at the clubhouse are responsible for their guests. It is therefore required that all evening events have a person or persons appointed by the hirer, to act as stewards. Although unlikely, such a person will be required by the management to control any unacceptable behaviour by guests at the said event.
- Notification of the exact numbers and specific requirements must be provided in writing as early as possible, and no later than 7 days prior to the event. Any non-arrivals will be charged as quoted and any additions will be charged pro-rata.
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- Access before the hire period must be agreed no later than 7 days prior to the event.
- Hirers are not permitted to attach any decorations to the walls, doors or any other furniture without permission from CCFC.

FUNCTION CANCELLATIONS

- The management reserve the right to cancel any function due to unforeseen circumstances that are beyond our control, or for any matter deemed necessary by the management, and accept no resultant responsibility, financial or otherwise.
- In the event of a cancellation, we regret that your deposit and any pre-payments cannot be refunded. We suggest that you consider taking out appropriate insurance to cover such an event.
- Cancellations must be confirmed in writing and Cancellation Charges prior to the event will be applied as detailed below:
 - 2 days or less 100% of the total cost will be charged

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CATERING

- The management accepts bookings on the understanding that the club supplies all food and drink items, with the exception of celebration cakes.
- Our in-house caterers will provide the agreed menu at the agreed price which will be stated on the booking form. No other food should be bought in from outside sources unless previously agreed at the time of booking.
- If you or any of your guests have specific catering requirements, please provide full details at the time of booking.

ALCOHOL

- Alcohol is supplied through the bar and is not to be bought in from outside sources unless previously agreed at the time of booking.
- Please be aware that drinks are not allowed to be consumed outside the clubhouse or brought onto the dance floor.

DAMAGES

- The club cannot accept any responsibility for loss or damage to any possessions including vehicles whatever the cause.
- Any damage to the building, equipment etc. will be charged to the hirer.
- The hirers shall accept full responsibility for orderly and good conduct during the period of hire. The hirers shall bear the cost of any damage to the premises or to the contents during the period of hire. CCFC have the right to terminate the hire if orderly conduct is not maintained on the premises. Hirers are requested to leave the rooms in a clean and tidy condition.

OTHER

- The club reserve the right to increase our published prices, due to VAT or Duty increases imposed by the Government.
- This is a No Smoking venue. For those who wish to smoke there are ashtrays outside the main doors.
- Fire Procedures. Hirers must familiarise themselves with the evacuation procedures.
- Fire exits and extinguishers are to be kept clear and visible at all times