



Terms & Conditions of Booking the O'Meara Sports Complex – Fiona Way

Here at Bedford Town Football Club, we insist on making our terms of business as straight forward as possible. If, however, you have any questions, please feel free to get in touch with us before signing this document.

1. Booking Request

a. Provisional Booking

Initial Booking requests are provisional and will be subject to a follow up discussion between the Club and the Customer to establish the Booking requirement can be facilitated.

b. Confirmed Booking

Once the Club and Customer have discussed the requirement and established it can be facilitated the Booking status will change to confirmed.

c. Deposit

When the Customer receives formal confirmation of their Booking they will be asked to pay the pre-requisite Deposit. The amount will be dependant, on the type of Event / Function to be held.

2. Cancellation terms

a. What happens if I cancel?

Cancellations happen from time to time, but must be protected by an agreed cancellation policy. Bedford Town Football Club's cancellation policy is as follows:

- i. If your event is cancelled between 14 days – six months prior to the event date, 50% of the total booking fee will still be due
- ii. If your event is cancelled less than 14 days prior to the event, 100% of the total booking fee will still be due

b. Could Bedford Town Football Club cancel my booking?

In the unlikely event that Bedford Town Football Club has to cancel your booking, you will receive a refund of all of your advance payments to date, although Bedford Town Football Club will not hold any other liability.

However, Bedford Town Football Club will only cancel your event if:

- Any of the venue is closed or unavailable due to events beyond our control
- If you, or we, become insolvent, or in case of bankruptcy petition
- The persons associated with the booking and/or the purpose of the event might damage the reputation of Bedford Town Football Club

3. Can I change the number of guests at the event?

We understand that changes can occur beyond your control, therefore changes in the number of guests at the event are permitted. However, changes are only permitted, provided they do not exceed the maximum capacity for the venue, as stipulated by both our company policy and our licensing regulations. If the number of guests attending is considerably reduced, Bedford Town Football Club reserves the right to relocate your event to a room which is more suitable.

4. Catering

- i. All catering is provided by Bedford Town Football Club. If Bedford Town Football Club do not provide any of the catering consumed on site, their staff are not responsible for disposal or removal of any litter or equipment left on site. Regarding the latter, their staff are also not responsible for the safety of said equipment.
- ii. Any bespoke external suppliers must provide copies of public liability insurance and level 2 food hygiene certificates prior to the event. If these are not provided, they will be refused access to the building to provide their contracted catering service.
- iii. A fee of £250.00 plus vat will be charged for the use of Bedford Town Football Club's kitchen facilities. A deposit of £250.00 plus vat will be added to your booking to cover any damages that may occur as a result of external caterers' use of Bedford Town Football Club's kitchen facilities. This deposit will be returned to you upon successful inspection of the kitchen facilities.

- iv. Any remaining food must be disposed of the same day and taken away from our site by the caterers. Any catering equipment must be collected no later than 12:00pm the following day.
It is the responsibility of the person making the booking to ensure that any external caterers are aware of this rule and to adhere to it. Failure to do so will incur a charge and Bedford Town Football Club will not be held responsible for the security of any equipment whilst on site.

5. General

- a. We are concerned with the health & safety of you, your guests and that of our staff.
- b. Bedford Town Football Club reserves the right to refuse admission, under the Licensing Act 2003.
- c. Bedford Town Football Club cannot be held responsible for damage or loss of another party's property, however caused.
- d. Organisers will be liable for the cost of repairs carried out as a result of any damage caused to any part of the venue by negligence, wilful act/default of any person invited by you or your suppliers.
- e. Should you fail to correct any aspect of poor or unacceptable behaviour, you may be asked to leave the premises, along with any invited guests. In such an instance, no monies will be refunded to you.
- f. Bedford Town Football Club management reserves the right at all times under all circumstances to refuse admittance or service to any person(s) considered undesirable.

Things to consider when hiring a venue with Bedford Town Football Club

A. Bookings

- i. When booking an event with Bedford Town Football Club, we are only able to confirm a booking one year in advance.
- ii. Provisional dates can be accepted prior to this, but not confirmed until no earlier than one year prior to the event.
- iii. All bookings should be confirmed within two weeks of the 12 months prior to the event.
- iv. For provisional bookings less than one year in advance, bookings will only be held for a maximum of two weeks, then released.
- v. All bookings must be submitted on an official booking form and a deposit is required to secure a selected date.

B. Confetti

- i. Please do not throw paper confetti anywhere on site. Dried rose petals or dried flowers may be used instead.

C. Candles

- i. If you wish to use candles or tea lights to decorate, please discuss this prior to the event with the management team, as some candles may not be permitted

D. Car parking

- i. Cars should be parked in the main car park, unless otherwise directed.
- ii. Any cars that are left overnight are left at the owner's risk. All cars must be removed from the car park no later than 12:00pm the following day.

E. Alcohol

- i. We are not currently licensed to sell or supply alcohol on site.
- ii. Guests are not permitted to supply their own alcohol unless otherwise agreed by the management prior to your booking.

F. For Parties

- i. All entertainment and music must be turned off no later than 10:00pm, unless otherwise agreed by management.
- ii. The venue must be vacated by 10:30pm.

G. Health & safety

- i. All electrical equipment brought on to the site must have a current PAT test certificate or authorised stamp.
- ii. Any equipment rigging at high levels must be carried out and supervised by the contractors. Bedford Town Football Club hold no responsibility over those procedures. However, Bedford Town Football Club does retain the right to suspend or stop any works being carried out if deemed dangerous to personnel or facilities.

H. Music

- i. Music should be kept at a reasonable level and must be reduced if requested by Bedford Town Football Club management.

I. Capacity

- i. The capacity of the Pavilion is for 30 guests dependent on the layout of the room (please discuss this with management prior to making your booking).

J. Catering

- i. Bedford Town Football Club can provide a resident caterer if required. Please note that any external caterers contracted by the booking party must be made clear on the booking contract.
- ii. Documentation will be required from any external caterers and an additional fee for the use of the kitchen facilities (this is outlined in section 3.3 of our booking terms & conditions).

K. Kitchen

- i. Can be accessed for limited use such as making Teas and Coffees and food preparation subject to same guidelines in the Catering section above as per management agreement.

L. Access

- i. Access is provided on the day of your function for you to arrange furniture, decorate or set up equipment, but is specific to your booking and the terms of Bedford Town Football Club. If access is required one day before the event, it must be authorised by management in advance.
- ii. For decorations, please use existing fixtures & fittings and do not create new fittings into the walls. Blu-tack or any other similar adhesive substances.
- iii. No floor covering should be used. Any materials used to enhance the venue is to be removed no later than 12:00pm the following day.
- iv. Disabled access toilets in the Pavilion are wheelchair accessible.

M. Photography

- i. If a photographer requires access to Bedford Town Football Club before the event, an appointment must be made directly with management.

N. Smoking

- i. Smoking is, under any circumstances, not permitted anywhere inside Bedford Town Football Club.

O. Fireworks

- i. Fireworks are NOT permitted under any circumstances.

P. Safety

- i. The venue staff on duty at the event are representatives of the licence holder, Bedford Town Football Club, and are empowered to suspend an event if the licensing authority objectives and/or health & safety guidelines are being ignored.

Q. Responsible person

- i. It would be beneficial to nominate a responsible person for the event as the main point of contact.

To demonstrate that the terms & conditions of your booking are fully understood, please sign the agreement below. Bookings will not be accepted without an authorised signature.

I agree to all of the terms as stipulated above:

Sign: _____

Print Name: _____

Date: _____