



# Bingham Town Sports Club

Bingham Town Sports Club  
Off Moorbridge Road East  
Bingham  
Nottingham  
NG13 8GG

w: [www.binghamtownsportsclub.org.uk](http://www.binghamtownsportsclub.org.uk)  
e: [bookings@binghamtownsportsclub.org.uk](mailto:bookings@binghamtownsportsclub.org.uk)

t: 01949 382070

## Butt Field Clubhouse Facilities Booking Form

### Hirer's Details

Organisation (if applicable)	
Hirer's Name	
Hirer's Telephone Number	
Hirer's Email Address	
Hirer's Address	

### Booking Information

Booking Date		
Time required from & to		
Event Name		
Number of persons attending	Anticipated:	Maximum:
Purpose of event		
Additional information / special requirements		

### Additional Facilities Hire (tick those required)

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Disco with DJ      | <input type="checkbox"/> Social Area (Room) | <input type="checkbox"/> Full Size Pitch  | <input type="checkbox"/> Junior Pitch    |
| <input type="checkbox"/> Projector & Screen | <input type="checkbox"/> Licensed Bar       | <input type="checkbox"/> Winter Training  | <input type="checkbox"/> Summer Training |
| <input type="checkbox"/> Amp & Speakers     |   | <input type="checkbox"/> Cricket Pitch    | <input type="checkbox"/> Medical Room    |
| <input type="checkbox"/> Radio Microphone   |   | <input type="checkbox"/> Changing Room(s) | Qty:                                     |

***I have read and agree to abide by the Terms and Conditions of Hire shown overleaf***

Signed

Date

*NB: This application remains unconfirmed until this form is completed and signed by or on behalf of the hirer and returned to BTSC for approval. An acknowledgement / confirmation will be sent to the hirer by email or telephone. **Completed forms should be emailed to [bookings@binghamtownsportsclub.org.uk](mailto:bookings@binghamtownsportsclub.org.uk)***

**Chairman: Graham Hutchison**  
**Secretary: Jeff Woolley**

**Vice-Chair: Jez Donovan**  
**Treasurer: Chris Branson**

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## Terms and Conditions of Hire

### Bookings

Bookings are accepted at the sole discretion of BTSC. If so requested, the hirer will provide a method statement and risk assessment for the activities and intended use of the facilities. The hirer must at least 25 years of age and where a booking involves parties or other activities involving people under the age of 25 must be in attendance at the event at all times. The hirer accepts full responsibility to BTSC for the care of the building and any loss or damage that may occur during the period of hire.

### Charges

Charges for the hire of the room, equipment and any other goods and services to be provided by BTSC shall be in accordance with a scale of charges provided by BTSC from time to time.

### Deposits

A deposit of 25% of the estimated booking fees will be payable at the time of booking. A booking that has not paid their deposit will be considered un-confirmed until such time as payment is received.

### Cancellations

Cancelled booking deposit monies are not refundable, but may be credited to another booking date within six (6) months of the original booking date. The booking deposit is non-transferable if the booking is cancelled less than four weeks before the event. **Cancellations made within 1 week of the booking date will be payable at the full rate of the booking.**

### Payments

Unless where otherwise advised, all booking fees are due seven days prior to the booking taking place.

### Damage Deposit

A damage deposit of £100 is payable in advance for any non-club booking where attendance is expected to be greater than 25 persons or additionally at the booking coordinators sole discretion. In all cases any damage caused to the property, equipment, fixtures or fittings will be charged to the hirer following inspection. In addition, the hirer may be held responsible for additional staff time or overtime cost should such become necessary for the set-up, actual event or event clean up. The damage deposit will be returned as soon as possible following the booking, but not before BTSC staff have the opportunity to determine (by means of a thorough cleaning and/or walk-through) if damage has occurred.

### Alcohol

Hirers or users of the facility are not permitted to bring alcohol on to the site or premises for consumption.

### CCTV

Hirers are advised that the premises are covered both internally and externally by CCTV on a continuous recording.



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## Booking Payment Form

	Qty / Number of hours	Unit Price	Total
Social Area (per hour)			
Disco with DJ (per eve)			
Projector & Screen (per hour)			
Amplifier & Speakers (per hour) <sup>(1)</sup>			
Radio Microphone (per hour)			
Cricket Pitch			
Full Size Pitch			
Junior Pitch			
Winter Training			
Summer Training			
Medical Room			
Total Fees			£
Booking Deposit (25%)			£
Balance payable no later than 7 days prior to event			£
Damage Deposit taken?	YES / NO		£ 100.00

(1) Amplifier & speakers are included if booking a Disco with DJ.

### Club Use Only

	Name	Signature
Booking Approved		
Deposit Received		
Balance Received		
Damage deposit returned		

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## 2016 Rate Card (effective 14<sup>th</sup> March 2016)

	Community	Club	Other
<i>Social Area</i>	£35 per hour	£30 per hour	£40 per hour
<i>Cricket Pitch</i>		£30 per match	£50 per match
<i>Full size pitch</i>		£30 per match	£50 per match
<i>Junior size pitch</i>		£20 per match	£30 per match
<i>Winter training</i>		£25 per evening	£30 per session
<i>Summer training</i>		£20 per evening	£25 per session
<i>Medical Room</i>	TBC	TBC	TBC
<i>Projector &amp; Screen</i>	£7.50 per hour	£3.50 per hour	£15.00 per hour
<i>Amplifier &amp; Speakers</i>	£5.00 per hour	£2.50 per hour	£10.00 per hour
<i>Radio Microphone</i>	£3.00 per hour	£1.50 per hour	£4.00 per hour
<i>Disco (with DJ) *</i>	£175 per eve.	£150 per eve.	£200 per eve.

*\* Disco (with DJ) is based on up to four hours (8pm to 12am) and does not include room hire*

To qualify for Club rates you must be an active member of one of the member clubs (currently Bingham Town FC, Bingham Town FC Vets or Bingham Cricket Club)

**Hire of a pitch for match activities includes use of the changing rooms wherever possible, the bookings coordinator will confirm at the time of booking.**

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