

# CORPORATE HOSPITALITY BOOKING FORM

Name of person booking

Company name (if applicable)

Host or hostess name

Delivery address

Postcode

Telephone

Email

## INVOICE DETAILS

If different from the address indicated before

Name

Company name (if applicable):

Address

Postcode

Telephone

MATCH (SUSSEX V ...)	DATE	NO. OF GUESTS	TOTAL COST OF GUESTS
		+ Match sponsorship*	
		VAT 20%	
<b>TOTAL COST</b>			

\*Dependant on availability

**I hereby acknowledge and agree to accept the contracted numbers on this Corporate Hospitality Booking Form.**

Sign:	
<input style="width: 100%; height: 40px;" type="text"/>	
Print Name:	Date:
<input style="width: 65%; height: 20px;" type="text"/>	<input style="width: 30%; height: 20px;" type="text"/>

**Please send a signed copy to:**

Corporate Sales  
Sussex Cricket Limited,  
The 1st Central County Ground,  
Eaton Road, Hove,  
East Sussex, BN3 3AN

FOR OFFICE USE ONLY:

Email: [corporatesales@sussexcricket.co.uk](mailto:corporatesales@sussexcricket.co.uk) | Tel: 0844 264 0201 | Fax: 01273 771549

# TERMS & CONDITIONS

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## HERE AT SUSSEX CRICKET WE PRIDE OURSELVES ON PROVIDING FIRST CLASS CRICKET AND FIRST CLASS HOSPITALITY.

We have provided you with the following terms and conditions to ensure your booking and payment process runs smoothly.

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### ABANDONMENT

In the event of the match being cancelled less than 24 hours prior to the scheduled start of play, no refunds will be made and patrons are still welcome to use the facilities.

### ALLERGIES

Some of our menu items contain nuts, seeds and other allergens. Therefore there may be some risk that traces of these could be in any dish served here. Please notify us no later than 7 working days prior to your visit of any special dietary requirements.

### CANCELLATIONS

The client may only terminate an order by notice in writing to Sussex Cricket Limited. Sussex Cricket Limited shall be entitled to charge: The total value of the package ordered, verbally or in writing, if the cancellation is received less than 8 working weeks prior to the commencement of the event. 50% of the total value of the package ordered if the cancellation is received more than 8 but less than 12 weeks before. A 25% cancellation fee for any cancellation to a confirmed booking received greater than 12 weeks from an event.

### COATS AND PERSONAL PROPERTY

Sussex Cricket Limited will not accept responsibility for loss or damage to any coats or personal property of the Clients, its guests or representatives unless such loss or damage has been caused due to the negligence of the Club or its employees.

### CORKAGE

No wines, spirits, beers or food may be brought into the hospitality and corporate areas by the guests or representatives for consumption or sale on the premises, without the express prior consent of Sussex Cricket Limited.

### ETIQUETTE

Sussex Cricket Limited reserves the right to judge acceptable levels of noise or behaviour of the Client, guests or representatives and the Client must take all steps necessary for corrective action. In the event of failure to comply with Club requests, the Club reserves the right to stop any event without being liable for any refund or compensation. It is not permissible to invite extra guests, as any unauthorised person seeking access will be politely refused. Please note that smoking is only permitted in designated areas of the ground.

### FINISHING TIMES

Any function or hospitality must finish at the time agreed when the booking is made. All corporate hospitality facilities will be open from gate opening times and for 30 minutes after play or at which time a game is abandoned 30 minutes drinking up time will be in operation.

### LOST TICKETS

Sussex Cricket Limited cannot accept responsibility for any tickets or car parking passes once they have left the Cricket Club offices. An administration fee may be payable for any replacement tickets or car parking passes.

### PAYMENT TERMS

Payment is due strictly 30 days from date of invoice. If payment is not received within this time the reservation will be resold. Payment for a booking made within 8 weeks of an event is due in full at the time the booking is made. Sussex Cricket Limited reserves the right to cancel bookings where the payment terms are not met. Your match tickets and additional information will be forwarded to the address as advised on your booking form upon receipt of payment.

Payment of invoices can be made by Cheque, BACS and Credit Card. Please contact the Finance Department on 01273 827100 to make your payment. Confirmation of final numbers must be received 5 working days before the event.

### REFUNDS

In the event of a reduction in guest numbers, cancellations or poor weather, no refunds can be made. Your hospitality package will be available regardless of the state of play or weather conditions.

### REVISIONS

Whilst every effort will be made to present the packages exactly as described, Sussex Cricket Limited reserves the right to alter any package, where necessary, whilst maintaining the value of any package offered.