

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%			
TOTAL COST			

*Dependant on availability

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

Sign
Print Name Date:

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:

TERMS & CONDITIONS

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.

Any person who purchases, possesses or attempts to use a hospitality package issued under the following Terms and Conditions ("Hospitality package(s)") shall be deemed to have accepted and agreed to have complied with these Terms and Conditions:-

1. 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.
2. 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. Please notify us no later than 7 working days prior to your visit of any special dietary requirements.
3. The Client may only terminate an order by notice in writing to SCL. SCL 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.
4. SCL do 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.
5. No beverages or food, without limitation, 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 SCL.
6. SCL 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 SCL's requests, SCL reserves the right to stop any event without being liable for any refund or compensation.
7. It is not permissible to invite extra guests, as any unauthorised person seeking access will be politely refused.
8. Smoking is only permitted in designated areas of the ground, any Client or their guests failing to comply will be required to leave the premises without SCL being liable for any refund or compensation.
9. 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.
10. SCL will not accept responsibility for the loss of any tickets or car parking passes once they have been collected or distributed to the Client
11. In the event SCL replace any lost tickets or car parking passes, the Client may be responsible for the payment of an administration fee.
12. 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. SCL reserves the right to cancel bookings where the payment terms are not met.
13. SCL will send the Clients match tickets and hospitality information to the address provided at the time of booking.
14. Payment of invoices can be made by Cheque, BACS and Credit Card. For further information contact SCL's Finance Department on 01273 827100.
15. Confirmation of final numbers must be received 5 working days before the event.
16. In the event of a reduction in guest numbers, cancellations, reduction / abandonment of play or poor weather, no refunds can be made. Your hospitality package will be available regardless.
17. Whilst every effort will be made to present the packages exactly as described, SCL reserves the right to alter any package, where necessary, whilst maintaining the value of any package offered.