

CHRISTMAS PARTY NIGHT TERMS AND CONDITIONS 2024

Confirmation of your Booking

1. Minimum occupancy is seven persons per table. We cannot accept bookings of six persons or less.
2. All prices quoted/advertised are **inclusive** of VAT.
3. To confirm your booking, the Christmas Shared Party Nights online form must be returned within seven working days of it being sent to you. Failure to do so may result in your booking being cancelled.

Settlement of Account

4. For bookings made before Monday 30th September 2024 a £20.00 non-refundable deposit per person is required, payable within seven working days of you receiving the online booking form to confirm your booking.
5. All deposits must be paid in full. We cannot accept payment by instalments.
6. Full payment must be received by Friday 1st November 2024.
7. Any bookings made after Monday 30th September 2024 must be paid in full. No deposits will be taken.
8. Any invoices/receipts will be sent to the email address provided on the booking form unless otherwise requested by the individual who made the original booking.
9. All payments are **non-refundable, we are unable to re allocate any payment or any part payment for other use**. We only accept Debit and Credit Cards except American Express payment.

Cancellation Terms

10. Failure to comply with the above payment terms may result in your booking being cancelled.
11. Should Essex Cricket, for reasons beyond its control, need to make any amendments to your booking, we reserve the right to offer an alternative event of the same monetary value.

Opening and Closing Times

12. The drinks reception will be between 19.00pm-19.30pm. Once the drinks reception is closed you will not be able to claim any complimentary drinks but can purchase any drinks from our open bar throughout the event – **please note we are a cashless venue.**
13. The three-course meal will be served at 19.45pm.
14. Carriages and bar closure will be at midnight and the building will close at 00.30am.

Dress Code

15. Smart Casual – there is no strict dress code for our Christmas Party Nights.

Menus and Dietary Requirements

16. **You will need to complete the spreadsheet provided via Essex Cricket of the name of each individual attendee of your party, with their menu choice on your table plan (10 people on each table).** This should include any special dietary requirements i.e. vegetarian/vegan/gluten or allergen provisions. This information must be provided no later than **22nd November 2024**.

17. Please e-mail christmas@essexcricket.org.uk if you wish to receive further information about the ingredients that we use or to learn about our food preparation methods.

At the Event

18. No food or drink which has been purchased outside of Essex Cricket can be brought into the facility. Essex Cricket reserves the right to confiscate such items.

19. It is the responsibility of the group organiser to ensure all members of their party adhere to the venue's terms and conditions and are made aware of all of the information provided.

20. Essex Cricket will not be liable for the failure to provide any of its facilities, food or beverages, or for any delay in service, as a result of events or matters outside of its control.

21. Essex Cricket reserves the right to conduct bag searches on entry to the event for the safety of its staff and guests.

Damage

22. It is expected that whilst you and your guests are at Essex Cricket, every effort is made to safeguard the fixtures, fittings and playing surface of the ground. The client will be responsible for any damages incurred to the facility by wilful act or by fault of the client or their guests and will be required to pay Essex Cricket the amount required to make good any such damage.

Liability

23. Whilst every effort is made to safeguard the property of our clients, Essex Cricket does not accept liability for any loss or damage caused to items brought onto our property by the client or their guests or suppliers.

Behaviour

24. Essex Cricket has a strict policy with regards to the importation of alcohol, substance abuse and anti-social behaviour. Essex Cricket reserves the right to terminate any event which does not abide by this policy and will offer no refund in these circumstances.

Car Park

25. Our onsite car will be free of charge from 17.00 – 00.30 for each shared party night, on a first served basis. Please note for outside of these hours our Car Park Tariffs are displayed clearly throughout the car park and are also available on the Essex Cricket Conference & Events website. The Car Park is operated using ANPR technology and non-compliance with the advertised instructions will result in a fine.

Disabled Access

26. Please note that not all of our rooms have full disabled access. If you require disabled access please state this at the time of booking.