

EAST RETFORD RUGBY UNION FOOTBALL CLUB

Clubhouse Booking Form (Clubroom / Kitchen)

Contact Name	
Address	
Daytime Contact	
Mobile	
E-Mail Address	
Are you a current member?	
Date(s) of Event(s)	
Type of Event	
No. of Guests	
Start Time (including setting up if required)	
Bar Required	
Additional Requirements	

Confirmation of Booking: (To be authorised by the Social & Fundraising Chair)

I, the undersigned, agree to adhere to East Retford RUFC's Terms and Conditions and Guidelines.
(Please see over Leaflet)

Name (Capitals Please):

Date:

Signed:

FOR OFFICE USE ONLY	Fee Received:
Room: Lounge / Kitchen	Taken by:

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Booking Conditions for Hire of Clubhouse (Clubroom / Kitchen)

1. All persons Hiring the Clubhouse are subject to the following Terms and Conditions for letting, a copy of which is attached and supplied to you.
2. Bookings must be made through the Social & Fundraising Chair. If the bar is required as part of the booking, due to Licensing Regulations, the person making the booking must be a current member of East Retford RUFC.
3. A responsible Club member over the age of 21 years must be in charge on the premises for the duration of the booking.
4. A refundable damage deposit of £100.00 must be paid at the time of booking to secure the date. Should the fee not be received, and another party wishes to book the Clubhouse on that date the committee reserves the right to give the booking to the other party. The deposit will be repaid within 48 hours of the event if the clubhouse is left clean and tidy and in a satisfactory condition.
5. There will be no charge to hire the clubroom or kitchen for fully paid up club members, however the refundable Damage deposit will still be required.
6. Setting up and dismantling times after the function must be made at the time of the booking. The persons hiring the Clubhouse must remove all of their possessions from the Clubrooms by 10.00am the following morning in order that we can clean Clubhouse.
7. The Clubhouse is a licensed premise, so alcohol is not permitted to be brought onto the Clubhouse by the hirer and their invited guests.
8. Should you require the bar to be open, this must be stipulated when booking the Clubhouse. The trained bar staff maintain the right to refuse alcohol and East Retford RUFC maintains a strict policy on identification of persons purchasing alcohol who look like they are under the age of 18.
9. If you wish to use the kitchen, this must be identified at the time of booking. All crockery, utensils and pots etc. must be cleaned and put back in the appropriate storage area.
10. Children under the 15 years of age are not permitted in the kitchen. This is because of the terms of our Public Liability Insurance. If you do allow underage children into the kitchen, it is at your own risk.
11. To comply with the Food & Hygiene Safety Act, by accepting this following condition, the Hirer hereby indemnifies the East Retford RUFC committee against any claims, losses or injury caused by the consumption of food prepared either in the Clubhouse or by any food (prepared or otherwise) brought into the Clubhouse by the Hirer or a Third Party authorised by the Hirer.
12. No posters or notices should be fixed to any walls within the Clubhouse without permission being sought from the Social & Fundraising Chair. Thumb tacks are not permitted on any wall but may be used on the noticeboards.
13. You are expected to report to the Social & Fundraising Chair any damage found. If you or your Group causes accidental damage you are asked to report it as soon as possible, otherwise damage will be charged to the last known user of the Clubhouse. Any accident which results in

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injury to any person using the Clubhouse during a booking must be reported to the Social & Fundraising Chair.

14. Please remember that this is a residential area and give due consideration when leaving the Clubhouse after an evening function.

15. Any lost or unclaimed property will be disposed of after a period of one month from the date of the booking.

16. Emergency Safety Exits must be kept clear at all times and are only for use in emergencies.

17. Limited car parking is available at the Clubhouse, please use with consideration and leave access for emergency vehicles. Please do not park vehicles on the grass verges or in front of Emergency Exits. All vehicles are parked at their owners' own risk.

18. Social & Fundraising Chair and Key Holder: Mrs. Sharon Balmer. Mobile: 07791 932868
Email: sharonbalmer@gmail.com

THIS IS A NO SMOKING BUILDING. THIS RULE MUST BE STRICTLY ADHERED TO.
Failure to comply will result in the cancellation of further bookings.

These conditions are subject to revision at any time: