



# EXMOUTH RUGBY FOOTBALL CLUB ROOM BOOKING ENQUIRY



## HIRER DETAILS

<b>Name</b>			
<b>Address</b>			
<b>Contact Number</b>	<b>Home:</b>	<b>Mobile:</b>	
<b>Email</b>			
<b>Club Membership No. (If applicable)</b>			

## EVENT DETAILS

<b>Function Date</b>			
<b>Regular Booking</b>	Day/Start Date:	Frequency:	
<b>Start Time of the event</b>		<b>End Time of the event</b>	
<b>Set Up Time Required</b>			
<b>Number of Attendees</b>			
<b>Type of Function</b> e.g. Birthday Party, Christening party, Fitness event, Group meeting etc.			
<b>Kitchen Access Required?</b>		<b>External Caterer Organised?</b>	
<b>Entertainment Type?</b> Please give details of any entertainment for the event e.g. Disco; Group etc			
<b>Bar Required?</b>			

*I confirm I have read and understood the hire conditions for the clubhouse [ERFC Hire Terms & Conditions](#)*

<b>Signature:</b>	<b>Date:</b>
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Please complete and return this form to  
**Frank Bright (Clubhouse Manager)**  
 Exmouth RFC, Imperial Recreation Ground, Royal Avenue, Exmouth. EX8 1DG  
 E-mail to: [events@exmouthrugby.co.uk](mailto:events@exmouthrugby.co.uk)



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## CLUBHOUSE BOOKING HIRE CHARGES

A list of our standard charges can be viewed at [ERFC Standard Clubhouse Hire Fees](#)

DESCRIPTION	HIRE CHARGES £
<i>Additional Requirements</i>	
Less any deposit paid	
<b>TOTAL PAYABLE</b>	

**PAYMENT IN FULL IS REQUIRED AT TIME OF CONFIRMATION OF BOOKING**

**Please Note** – The clubhouse hire charge is NOT REFUNDABLE if the event is cancelled LESS THAN 4 WEEKS before the event unless due to exceptional circumstances.

### PAYMENT METHODS

**Direct Bank Transfer**

Account Name: Exmouth RFC  
Account Number: 72315857  
Sort Code: 60-08-09

**Card Payment or Cash**

*Card or cash payments can be made at the club when open or by prior arrangement*

### PAYMENT METHODS

### ERFC CONTACT DETAILS

**Clubhouse Manager: Frank Bright** Telephone 07856 693850 / email: [events@exmouthrugby.co.uk](mailto:events@exmouthrugby.co.uk)

**NO BOOKING IS CONSIDERED ACCEPTED UNTIL THE BOOKING FEE AND THE SIGNED BOOKING AND HIRE AGREEMENT HAVE BEEN RECEIVED AND REVIEWED BY THE ERFC BOARD AND THE BOOKING CONFIRMED BY THE EVENT MANAGER.**

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