



WITHYCOMBE RUGBY FOOTBALL CLUB

CLUB HOUSE BOOKING FORM

Raleigh Park
Hulham Road
Exmouth, EX8 3HS
www.withycomberugby.co.uk

Name			
Address			
Contact Number	Home	Mobile	
Email			
Club Membership No (if applicable)			
Date of Function		Numbers attending:	
Regular Booking required?	Day/Date:	Frequency:	
Type of Function (e.g. Christening, Children's Birthday Party, Conference, Wedding etc)			
	Set up Time:	Start Time:	End Time:
Entertainment Type? (e.g. Disco, Band, Children's entertainer etc)			
Bar Required?	Yes/No	Kitchen required: Yes/No	
External Caterer Booked?	Yes/No	Name of Catering Company:	

PLEASE REFER TO THE BOOKING TERMS AND CONDITIONS ATTACHED

PAYMENT METHODS: Cash or Cheques made payable to Withycombe RFC Ltd. **NO Credit Card Payments allowed.**

CONTACT DETAILS:

Bookings Manager - Andrea Parkin

07590 715691

clubhouse.hire@withycomberugby.co.uk

NO BOOKING IS CONSIDERED ACCEPTED UNTIL THE BOOKING FEE AND THE SIGNED BOOKING & HIRE AGREEMENT HAVE BEEN RECEIVED & REVIEWED BY THE WRFC COMMITTEE & THE BOOKING CONFIRMED BY THE BOOKINGS MANAGER.

<u>CHARGES:</u> Hire Charge:	Friday and Saturday Evening	£200
	Sunday - Thursday (day or evening)	£25 with bar
		£20 an hour NO bar

Maximum Guests: 125

FOR INDIVIDUAL BOOKINGS A £50 DEPOSIT IS PAYABLE AT THE TIME OF BOOKING.

THE HIRE FEE IS TO BE PAID 4 WEEKS PRIOR TO THE DATE OF HIRE.

THERE WILL BE NO AVAILABILITY FOR FUNCTION HIRE ON A SATURDAY FROM SEPTEMBER TO MAY DURING RUGBY SEASON UNLESS DISCUSSED WITH BOOKINGS MANAGER.



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CLUB HOUSE HIRE TERMS AND CONDITIONS

1. The Signatory of the application shall be the Hirer.
2. The Hirer is responsible for making themselves aware of the Fire Safety procedures displayed throughout the clubhouse and ensuring that they are complied with in the event of a fire or emergency, ensuring that all emergency exits are free from obstruction during the course of the hiring.
3. The Hirer will ensure that suitable arrangements are in place with regards to safeguarding children and child protection.
4. The Hirer will be responsible for the provision of First Aid.
5. Bar hire can only be requested for events with a minimum duration of three hours.
6. No persons under the age of 18 will be served or permitted to consume alcohol on the premises.
7. All attendees under the age of 21 (or look under 21) will be asked for ID. Only those with a valid ID will be served alcohol. The bar staff reserve the right to make a request for proof of ID.
8. For parties age 18-21, a registered Door Supervisor will be booked and paid for by the Hirer. Wrist band ID will be required for over 18s and under 18s. For events for children aged 18 and below, a number of 'suitable' adults e.g. Parents, Grandparents etc. MUST be present throughout the function to provide stewardship of the persons attending.
9. The Hirer is responsible for ensuring the maximum number of people permitted in the premises is not exceeded.
10. Where the use of the kitchen is included in the hiring of the premises the Hirer will ensure compliance with Health & Safety and hygiene legislation and that all food waste and/or refuse generated during the hiring is removed from the premises. Any refuse can be placed in the appropriate bins situated in the carpark. The Hirer will ensure the kitchen is left clean and tidy.
11. If you require in-house catering, we can provide hot or cold options. Please speak to the Bookings Manager when booking.
12. The Hirer will be held responsible for any damage to the premises, surrounding area or any equipment or furniture therein. The Hirer shall report such damage and shall make good, to the satisfaction of WRFC committee, and pay for any damage (including accidental damage) caused by any act or neglect of himself or any other person on the premises attending the event/function.
13. The £50 deposit cannot be used as part of the payment of hire. This is a separate payment which is refunded following the clean-up and the club is returned to the state it was found in.
14. The consumption of drinks or food not purchased on the premises via WRFC is prohibited, unless there is a prior arrangement with Withycombe R.F.C to allow the provision of food.
15. The premises and some outside areas are non-smoking. The Hirer is responsible for ensuring that smoking only takes place in the designated areas.
16. WRFC has a Zero Tolerance drugs policy. Anyone found using or supplying illegal substances will be removed and the police called. Any person(s) not complying with these rules will be asked to leave the premises.
17. For functions whereby music will be played, the Hirer is responsible for ensuring the level of music played is at an agreeable noise level as set by the Local authority.
18. The Club Hire Fee is NOT REFUNDABLE if the booking is cancelled LESS THAN 4 WEEKS prior to the date of the hire unless it is due to exceptional circumstances which will be decided upon by the WRFC Committee. Cancellations must be in writing (email is sufficient).
19. Please contact the Bookings Manager when taking into consideration access to decorate room etc.
20. Please note there will be a minimum of £5 per bottle charge for corkage and the exact charge will be at the discretion of the committee.
21. Friday & Saturday hire is from 18:00-00:00. Additional charges will apply for any time before that with the exception of the one hour set-up prior to the event.
22. Club House Application is subject to availability.

Name:	Signature:	Dated:
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OFFICE USE ONLY:

DEPOSIT PAID	YES/NO	DEPOSIT AMOUNT:	DATE RECEIVED:
FULL PAYMENT MADE	YES/NO	METHOD OF PAYMENT:	DATE RECEIVED:

For information regarding the personal data we request, use, share or store, please refer to our privacy policy at:

<http://www.pitchero.com.clubs/withycomberfc/information>

Please complete and return this form to

Andrea Parkin, c/o Withycombe RFC, Raleigh Park, Hulham Road, Exmouth, EX8 3HS

Or email to clubhouse.hire@withycomberugby.co.uk