



LASSWADE RUGBY FOOTBALL CLUB

BOOKING REQUEST FORM – 2018 – 19

PLEASE USE BLOCK CAPITALS THROUGHOUT WHEN COMPLETING THE FORM

Name of Hirer		Representing (self or org.)	
Address			Postcode
Telephone no(s) -		E-mail	
Contact Name		Position	
Event Type -		Total Numbers	
Day	Date(s)	Start / End Times	

Facilities Requested (✓)

Main Hall		Other - _____	
Games Room		Main Pitch	
Players Bar		Training Pitch	
Upstairs Lounge		Floodlights	

Changing Facilities Required? Yes / No Number of rooms _____ or people _____

Number of adults expected to attend . Number of 16 to 18 year olds expected

Number of under 16s expected – accompanied by own “parents”

Number of under 16s expected – unaccompanied by own “parents”

If any kitchen facilities are required please supply caterer’s name _____
(An additional fee may be charged depending on facilities required and duration of use)

Special Requirements (subject to acceptance) _____

Social Membership Fee - £ 40:00, Hall Hire Fee £ 60:00 # – to be paid before the booking is fully accepted.
 # - No fee for Full Members

Acceptance of Terms & Conditions - I undertake to pay all fees in respect of the booking details as scheduled and agree to abide by the Booking Conditions (overleaf) , a copy of which I have read and accept -

Signature _____ Date _____

For & on behalf of _____

FOR OFFICE USE ONLY Received by _____ On behalf of Lasswade RFC Date _____ Accepted Y / N Reason if ‘N’ _____		Hire Charge £ _____ Doormen £ _____ Changing £ _____ Kitchen £ _____ Other £ _____ Total £ _____
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All Bookings:

1. Provisional bookings may be made personally or by telephone. All prospective hirers / bookers of any of the Clubhouse facilities MUST complete and submit a Booking Request Form within **four weeks** of their enquiry about the availability of a date. The date will not be reserved after that time and the request only considered by Committee for acceptance on receipt of the completed form.
2. All prospective bookings / applications for membership are subject to consideration by the Committee before they can be considered to have been approved / accepted. Committee meetings normally take place on the first Wednesday of each month. Where an application for a booking requires consideration at short notice, alternative arrangements may be made, at the Club's discretion.
3. All persons holding private functions MUST be MEMBERS of the Club by the date of the function, having had their application approved and paid the relevant subscription for the current membership year.
4. All MEMBERS holding private functions MUST attend the function they have booked for the whole duration of the booking / function.
5. All MEMBERS holding private functions **MUST sign-in ALL their guests** on the day / night of the function. Alternatively this can be achieved by **the presentation to the Club of a list on paper or e-mail of a printed list** to the Club one week beforehand showing a names & addresses (street & town) of all invited guests.
6. All fees – membership, hire fees etc. MUST be paid **within one month of the hirer being advised the booking has been accepted by the Committee and at least two weeks before the event takes place.**
7. The Club reserves the right to reasonably restrict the access given to the Clubhouse or any parts of it requested by prospective hirers.
8. The Club reserves the right to control access of guests to the Club, including refusal to allow entry of any guest of the member hiring the Club facilities, at the Club's discretion. Door stewards may have to be hired at an extra cost to the hirer, dependent on the type of event, and at the Club's discretion.
9. All facilities desired shall be stated on the submitted booking request form.
10. Of the facilities requested, only those approved by the Club will be made available to hirers.
11. Any buffet or catering provision shall be completed and removed on the day of the event, UNLESS special arrangements are agreed by Lasswade RFC at the time of booking.
12. Any and all decoration of the Clubrooms erected by, or on behalf of the hirer, shall be removed by them at the end of the function / hire, unless otherwise agreed by Lasswade RFC.
13. For evening events the bar will normally close at 12:00 midnight. Late licenses to 01:00 are NOT available.
14. Final numbers must be provided at least **ten days prior to the event**, and **confirmed, two days before the event**. Any significant variation in numbers given on the booking request form should be notified to Lasswade RFC immediately.
15. Any damage to Lasswade RFC property during occupancy and use of the premises by the hirer and their guests will be made good by Lasswade RFC with the cost will be re-charged to the hirer.
16. Lasswade RFC does not accept responsibility for the loss of property belonging to, nor accidents sustained by, members or organisations using Lasswade RFC facilities.
17. The hirer is responsible for any injury loss or damage to any person including participants or to any property, including Lasswade RFC's, which arises out of the hire or activities connected with it. Hirers are advised to arrange appropriate liability insurance cover to protect themselves against claims arising out of such events. Lasswade RFC reserves the right at its discretion to insist on such insurance cover being arranged as a condition of the hire and in such case the hirer shall produce satisfactory evidence of such cover on demand.
18. The member in charge of the function will be held responsible for the behaviour and actions of his/her group whether alcohol is being consumed or not.
19. Smoking & use of e-cigarettes is permitted only in **outside** smoking areas which are clearly designated.

20. Bookings are subject to alteration or cancellation should the premises be required by Lasswade RFC for match purposes. Fourteen days written notice will, where possible, be given of such cancellations and any fees paid will be refunded, or an alternative date offered.
21. Permission to use additional furniture, fittings and/or equipment from out with Lasswade RFC must be obtained beforehand from Lasswade RFC officials. Any portable electrical appliances brought to the premises must have been suitably tested in accordance with the Electricity at Work Regulations, 1989.
22. Specific booking times must be stated. Unscheduled rehearsals, use of premises etc. will not be permitted unless prior arrangements have been negotiated with Lasswade RFC.
23. The hirer shall be wholly responsible for satisfying any conditions imposed by the Copyright Designs and Patents Act 1988, The Theatres Act 1968, or the Civic Government (Scotland) Act 1982 and for obtaining the necessary licenses (e.g. Public Entertainment License), performing rights and copyright for any performances being given.
24. Premises are offered for hire as seen at the time of application and no building work, out with normal maintenance, being undertaken by Lasswade RFC before the event, unless so advised. No alterations will be carried out to accommodate any special activity.
25. An additional deposit may be required, or an additional fee may be charged, for some types of bookings. The applicant will be advised on this requirement at the time of confirmation of acceptance of the booking.
26. Lasswade RFC shall not be obliged to perform any obligation under the hire. If such performance is rendered impossible, sustainably more difficult or delayed as a result of Acts, Orders or Regulations issued by central or local government, industrial disputes (whether official or unofficial) war, hostilities, riots, flood, fire, accident, act of God, epidemic, failure or shortage of supplies, alteration or redecoration of the premises, or from any other cause, event or due regard to its interests Lasswade RFC shall not be liable for any loss, damage, cost or delay arising from or as a result of such non-performance.
27. In the event of cancellation by the hirer, Lasswade RFC may retain any fee paid for the booking. Lasswade RFC reserves the right to request, at their discretion, payments of costs already committed to or incurred. Membership Fees will NOT be returned but the membership will be valid for the remainder of the Club year.

Bookings using the Kitchen Facilities

28. Lasswade RFC reserves the right to request at their discretion an additional charge for the use of kitchen facilities.
29. Any hirer requesting the use of the kitchen facilities is required to advise Lasswade RFC of the type of catering being provided, and the name of the person providing the catering services.
30. Any hirer requesting use of the kitchen facilities is required to ensure that the provider of any catering service is suitably qualified or experienced and that they comply with the Food Hygiene Regulations and the Lasswade RFC Standards of Use for the kitchen facilities.
31. Any hirer requesting use of the kitchen facilities is required to ensure that the kitchen is left in a clean & tidy condition.

Additional information.

32. The Clubs telephone / fax number is - 0131 663 8452.(#)
33. The Club's e-mail address is – lasswaderfc@btconnect.com.
34. The Club is normally open (#)Tuesday & Thursday evenings, Saturdays & Sundays (from 12:30 p.m.) plus any day / times a function has been booked.
35. In the event of requests for post funeral gatherings, the timescale of these procedures can be shortened.