



AGREEMENT FOR HIRE OF SELBY RUFC CLUBHOUSE

To be completed with reference to the Terms & Conditions of Hire

1. The Terms and Conditions of hire are outlined below, and signed acceptance must be obtained.
2. Last orders at the Bar 11.00pm and the Clubhouse will close at midnight unless arranged otherwise prior to the event.
3. For bookings made as a member, please refer to point 3 in the Terms and Conditions of Hire

HIRER – NAME:		Member?	Y / N
MOBILE No:			
ADDRESS:			
POSTCODE:			
EMAIL:			

DATE OF FUNCTION:		APPROX NUMBERS:	
START TIME*		END TIME*	
PRIOR SET UP TIME:			
EVENT TYPE:			
CATERING REQUIRED:		DJ REQUIRED:	
ADDITIONAL REQUESTS:			
SIGNATURE:	The signatory must be a responsible person over the age of 21		

Clubhouse Hire Rates *1 st May 2024		Member	Non-Member
Swans Nest Meeting Room Hire		Half day -£30.00 Full day - £60.00	Half day - £40.00 Full day - £75.00
Friday/Saturday	Evening from 7pm	£110.00	£130.00
	Wedding from 1pm till close	£300.00	£360.00
Sunday-Thursday	Evening from 7pm	£80.00	£100.00
	**Christening from 1pm till 8.00 pm	£120.00	£140.00
Funeral Hire	Until 6.00 pm	£60.00	£80.00
Service Charges			
Refundable Security Bond (if appropriate)		£150.00	£150.00
Hirer's Bouncy Castle		£25.00	£25.00
Spotify/Apple Playlist		£25.00	£25.00
Club DJ / Hirer's DJ		£200.00 / £25.00	£200.00 / £25.00

BOOKINGS ARE ONLY CONFIRMED UPON PRODUCTION OF THIS FORM AND PAYMENT OF HIRE FEE
RETURN TO bookings@selbyrufc.com



TERMS AND CONDITIONS OF HIRE

I, the signature below agrees to hire the Clubhouse in accordance with the following terms and conditions of hire:

1. The Terms and Conditions of hire are outlined below. No booking is confirmed until the Hirer has signed this agreement and the hire fees have been received.
2. Members are entitled to the discounted venue hire rate, subject to the following restrictions:
 - the hire is during standard hours only;
 - the hire is for the member or the member's spouse, parent or child;
 - the member must be present at the function;
 - membership details will be checked.
3. The venue will be available for use from 7.00pm for evening functions and 1pm for daytime functions unless otherwise agreed at time of booking.
4. Please note that Selby RUFC is a Member's club and exclusive use cannot be guaranteed.
5. Access may be gained for an hour before event start for setting up of DJ equipment or for decoration **by prior arrangement**. Additional setup time through the day will be charged **at £15 p/hour**. Please Note: Decorative confetti/confetti balloons are not permitted.
6. Unless by prior arrangement, last orders at the Bar will be called at 11.00pm and the Clubhouse will close at 11.30pm. All guests must vacate our premises by 12.00 am.
7. ****For day time functions starting at 1.00 pm, last orders will be called at 7.30 pm unless otherwise agreed at time of booking.** An additional booking fee of £20 per hour will apply.
8. We reserve the right to close the bar early if the Bar Supervisor thinks it necessary to do so due to unruly or drunken behaviour.
9. The Hirer's attention is particularly drawn to the need to vacate the facilities in a quiet and orderly manner in view of the proximity of nearby residential properties.
10. Cars left overnight are at the owner's own risk and should be left in the outer car park.
11. A strict 'CHALLENGE 25' policy is carried out at the Club. Anyone under the age of 18, found drinking alcohol will be asked to leave the Club. Equally, anyone found purchasing alcohol for a minor, will be asked to leave the Club.
12. The Hirer takes responsibility for the behaviour of all persons attending the function, both inside and outside the Club's premises.
13. The Hirer takes responsibility in full for any damage to any of the Club's possessions, property and the state of cleanliness in which the Club is left after the function.
14. **For events of more than 100 people a £100 security bond is required at the time of booking and will be refunded within 7 days of the event if no extra cleaning or damages have been incurred.**
15. The Hirer will, during the period of hiring, be responsible for the supervision of the premises and its contents; their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises whatever their capacity including proper supervision of the car parking arrangements so as to avoid obstruction of the highway or any adjoining land.
16. The Hirer shall not use the premises for any other purpose than described in this agreement.
17. The Hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without prior written permission.
18. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.



19. The Hirer shall comply with all conditions made in respect of the premises by the Fire authority, Local authority or any other relevant body, particularly in connection with any event which includes public dancing or music, or other similar public entertainment. The premises must not be used for any such public event unless our authorised representative has expressly approved the event and has confirmed that it is licensed for this purpose.
20. Any electrical equipment used on the premises by the Hirer or his/her contractors must have the required safety conformance certificate, which must be made available 48 hours before the event. Where appropriate, Public Liability Insurance documentation must also be made available 48 hours before the event.
21. Any Catering will be supplied by our in-house catering partner, Pitch Side Catering (PSC). All food related provisions will be agreed with PSC and not Selby Rugby Club.
22. It is a condition of hire that **no drinks or snacks** (including alcohol, soft drinks, crisps etc) purchased elsewhere are brought into the facilities.
23. The Hirer must report all accidents involving injury to any person using the premises during the period of hire to the Bar Supervisor as soon as possible and complete the Accident report record book. In addition, the Hirer may be required to complete a report, in accordance with Reporting of Injuries Diseases & Dangerous Occurrences Regulations.
24. Our Club has a ZERO TOLERANCE to drug taking. Anyone found using illegal substances on our premises will be asked to leave. Any further use of drugs will result in the bar being closed and party stopped.
25. Cancellation
 - Notice of cancellation must be received, in writing/email, not less than 14 days prior to the event.
 - Every effort will be made to move the event to another suitable date.
 - If the venue is re-hired on the cancelled date, the hire fee will be refunded to you, otherwise no refund will be offered.
26. Complaints – any complaint arising from the hire of the Clubhouse at Selby RUFC should be sent in writing to bookings@selbyrufc.com within three working days after the expiration of the hire period. The Club's representative will respond to any complaint, in writing within seven days of receipt.
27. The Club operates a strict no-dogs policy anywhere on the premises unless a registered assistant dog.

Hirer Print Name

Hirer Signature

Date

Clubhouse Manager

Date