



## Tring Rugby Football Club Club House Booking Agreement

1. The Rugby Club retains the right to change these conditions at any time.
2. 50% non refundable deposit is required at time of booking; full payment is required 21 days prior to the event. Tring Rugby Football Club retains the right to charge for any possible damages to the building or property of Tring Rugby Football Club after the event.
3. Clubhouse bookings are normally between 7pm and midnight. The bar will be open between **8pm and 11:30pm**, unless otherwise agreed at the time of booking.
4. The clubroom can be made available for **1hour** prior to the function start time to set-up any entertainment, decorations and food. Please make arrangements when booking.
5. The hirer is responsible for clearing of any decorations and remaining food after the event (hirer to provide own rubbish bags).
6. All drinks must be purchased from the TringRugby club. For own wine pre agreed with TringRugby there is a £5 per bottle corkage. Any individuals bringing in their own alcohol will be removed from the premises. If the problem persists the Rugby Club have the right to terminate the function. The hirer will be kept informed at all stages to try and prevent this.
7. The hirer may provide their own "buffet" food with prior agreement; the hirer agrees to absolve the club of any liability. Kitchen is not available for hirers to use.
8. Persons under 18 are not allowed to purchase or consume alcohol on the premises nor are adults to purchase alcohol on their behalf.
9. The club operates the U21 ID rule and patrons may be asked for ID at any time, failure to produce ID on request will result in the purchase being refused.
10. The club operates a strict no drugs policy, any person found breaking this rule will be asked to leave the club premises immediately.

### **Hire Charges:**

11. Hire of the clubroom and bar is as per the clubs hire charges.
12. A non-refundable deposit of **50% of the total hire cost** is required as a down payment for the room booking. The balance is to be paid 21 days prior to the event.
13. Any **QUERIES** please contact  
Bar and Catering Manager  
Email – [bar@tringrugby.com](mailto:bar@tringrugby.com)

Hirer Copy

### Booking Details

BOOKING WILL NOT BE CONFIRMED UNTIL DEPOSIT HAS BEEN RECEIVED

Please complete this section in Block Capitals:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date Required: \_\_\_\_\_ Type of function: \_\_\_\_\_

Number of guests: \_\_\_\_\_ **(100 max)** Hours required: From \_\_\_\_ to \_\_\_\_\_

Food area required: (Yes/No) Bar required: (Yes/No)

Please describe details of the function, including typical age groups and any special requirements:

\_\_\_\_\_  
\_\_\_\_\_

I agree to the conditions of hire of Tring Rugby Football Club

Signed \_\_\_\_\_ Hirer Date: \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Club Officer Date: \_\_\_\_\_

\_\_\_\_\_

### Booking Details

BOOKING WILL NOT BE CONFIRMED UNTIL DEPOSIT HAS BEEN RECEIVED.

Club Copy

Please complete this section in Block Capitals:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date Required: \_\_\_\_\_ Type of function: \_\_\_\_\_

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Please describe details of the function, including typical age groups and any special requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to the conditions of hire of Tring Rugby Football Club

Signed \_\_\_\_\_ Hirer

Date: \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Club Officer

Date: \_\_\_\_\_