

COMPLETE, SIGN AND RETURN THIS FORM ALONG WITH ALL PAYMENTS

Ampthill & District Community Rugby Club Limited
Clubhouse - Booking Form
(Company Number 629333)

Please return this form promptly with your
Booking Fee and Deposit to secure your
booking

Booking Fees:

Non ARUFC Members

£300.00 (£50 deposit refunded at end of booking) per evening (6pm to midnight) or £25.00 per hour* during the day.

ARUFC Members

£200.00 (£50 deposit refunded at end of booking) per evening or £15.00 per hour* during the day on production of your Membership Card.

*Hourly rates apply Mon – Fri 0900-1700.

Refundable Deposit: £50 (please see 'Conditions of Hire')

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GRANGE



Date required:		
Time required:	From:	To:
Room to be Booked: Clubhouse/Marquee (delete as applicable)		
<i>Please allow adequate time to set up before your event and clear away afterwards</i>		
Purpose of Booking:		
Name:		
Name of Organisation (if applicable):		
Address:		
Postcode:		
Telephone Day: Evening:		
Mobile phone:		
Approx. how many people will attend? Adults Children		
Do you require alcohol to be served at this event? Yes / No (If yes, please read attached conditions carefully)		
Deposit (payable now to secure your booking): £		
Remaining Balance (cash on day of hire, bank transfer 1 week in advance): £		

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Hirer's Agreement

I have read and understand the **Conditions of Hire for Amphill & District Community Rugby Clubhouse**.

By signing this form I undertake to abide by these conditions. I understand that my deposit will be returned in full, at the end of my Booking, provided that no damage or loss to the building and property of Amphill & District Community Rugby Club Limited was made during my Booking and that I leave the Clubhouse in a clean and tidy condition where additional cleaning costs have not been needed.

'Amphill RUFC Bank Details'

Account Name: Amphill & District Community Rugby Club Limited

Account Number: 70450017 Sort Code: 60-83-01

Hirer's Name: _____

Hirer's Signature: _____ Date: __/__/__

Booking Officer: _____ Date: __/__/__

Please return this form and your fees with deposit.

Neil Gorrod (Facilities, Clubhouse & Bar Manager)

Mobile: 07450 506549

Email: clubhouse@amphillruffc.com

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See on the following pages our Conditions of Hire.

PLEASE KEEP THIS INFORMATION IN A SAFE PLACE AND REFER TO IT AGAIN ON THE DAY OF YOUR BOOKING. WE SUGGEST YOU BRING THIS INFORMATION ALONG TO YOUR EVENT.

Amphill & District Community Rugby Club Limited

Conditions of Hire

(Company Number: 629333)

Please read the following 'Conditions of Hire' carefully. When you sign your booking form you agree to abide by all the terms and conditions given below.

If the Hirer is in any doubt as to the meaning of these conditions please consult the Facilities, Clubhouse & Bar Manager on (07450506549). For the purposes of these conditions, the HIRER shall mean an individual hirer, or where the hirer is an organisation, the authorised representative.

Please note there may be another booking on the same night. However, the area hired to you will be exclusive to you and your guests. Toilets and outside smoking areas may be shared.

SPECIAL CONDITIONS

1. Capacity and Availability of the Premises for Hire

Amphill Rugby Clubhouse is licensed (Licensing Act 2003) by Central Beds Council for entertainment (live and recorded music and dancing) and the supply of alcohol.

The Capacity criteria are agreed as being a maximum of 120 people within the Clubhouse & 100 people for the Marquee

between the following hours:

Monday to Thursday 12 noon to 23.00 hours

Friday and Saturday 12 noon to 12 Midnight

Sunday 12 noon to 23.00 hours

Plus, one hour to clear away at the end of the event. The serving of alcohol and all music and dancing must therefore cease at the times stipulated.

Extensions can be obtained to the stated hours but must be agreed with the Booking Officer or Designated Premises Supervisor at the time of booking. There will be an additional charge for this.

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2. Supply of Alcohol

No alcoholic beverage or other drink may be supplied by the Hirer for use in the Premises for hire. **All drinks must be supplied by Amphill & District Community Rugby Club Limited.** The Booking Officer or the Designated Premises Supervisor has authority to attend any function and to terminate it where this or any other Condition of Hire are found to have been breached.

3. Smoking & Vaping

Amphill & District Community Rugby Club Limited operates a **NO SMOKING OR VAPING** policy throughout the building.

4. Booking Procedure, Hiring Agreement and Payment

- The Booking Fee is shown on the Booking Form and payment is required with your booking.
- A **deposit** is also payable by cash or credit card to secure your booking and must be submitted with your signed hire agreement. The deposit will be shown upon the Booking Form. **All hirer's must pay a deposit.**
 - Your booking is not confirmed until your full payment and signed hiring agreement are received by the Booking Officer.
- The hiring agreement should not be signed by anyone under 18 years old.
 - The deposit, less the amount required to rectify any damages/ cleaning, will be returned to you within 10 days of the booking.
- **The full booking fee and deposit must be paid in advance to secure your booking.** ➤ All cheques payable to 'Amphill & District Community Rugby Club'.
- Despite the presence of any Amphill & District Community Rugby Club staff during the function, by signing the hiring agreement the hirer accepts full responsibility for Amphill and District Community Rugby Clubhouse for the duration of the hire period and he/she complies with license conditions, fire and other safety regulations and the hall's operating schedule and licensing rules. The person signing the agreement undertakes to be present and responsible for these conditions/regulations during the period of hire.

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5. Hire Period

The Hirer should include time for preparation and clearing up when establishing the total period of hire required. Preparation and clearing up time will be charged at the usual hourly/daily/nightly rate. Despite the presence of any Amphill & District Community Rugby Club staff during the function the hirer is responsible for making sure that the premises are not left unattended and unsecured at any time during the hire period.

6. Removal of rubbish

Hirers must **remove all rubbish from the clubhouse (including the kitchen) at the end of their booking**. Hirers may place their rubbish in the bins provided in the rugby clubhouse grounds.

7. Club Property

Please inform the Booking Officer if you notice any damage or broken items at the start of your hire period. Failure to meet conditions 6 & 7 will result in Amphill & District Community Rugby Club Limited withholding some or all of the hirer's deposit.

8. Vandalism

Amphill & District Community Rugby Club Limited operates a zero-tolerance policy on vandalism and graffiti. If such damage occurs during your booking, you will be responsible for paying the full cost of rectifying all damage.

9. Emergencies

The hirer and/or another responsible adult should be conversant with the location of first aid and firefighting equipment and read the Fire Evacuation Procedure notice. The First Aid box is located behind the Bar. A defibrillator is hanging on the front of the bar. All accidents must be recorded on the Accident Form, located near the First Aid box and reported to the Booking Officer.

10. Purpose of Hire

Amphill & District Community Rugby Club Limited reserves the right to refuse any application for hire, without stating the reasons for doing so.

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11. Right of Entry

The Management Committee of Amphill & District Community Rugby Club Limited, or persons authorised by them, shall have the right of free and unimpeded entry to the premises at all times.

12. Cancellation or Termination of Hire

Amphill & District Community Rugby Club Limited reserves the right to cancel the Hiring Agreement at any time, or to prohibit the continuance of an event, if it considers that the hirer has failed to comply with any of the Conditions of Hire. In such circumstances the Hirer shall forfeit the whole of the fees paid for the hire, and Amphill & District Community Rugby Club Limited shall not be liable for any payment in respect of an actual or presumed loss of profit or any other cause.

13. Noise

The Hirer is responsible for ensuring that noise is kept to a minimum when guests are arriving at and leaving the building.

14. Attendees

Amphill & District Community Rugby Club Limited require the hirer to provide a full list of the names and addresses and dates of birth (for those under 18 years of age) and will provide as necessary coloured bracelets to be worn by attendees.

15. Parking

Parking is at Owners Risk. Amphill & District Community Rugby Club Limited takes no responsibility for loss or damage to property whilst on their property. Do not park on the public highway when using the Premises for Hire. Any cars left in the car park overnight must be removed by 10 am the following day.

16. Public Liability Insurance

The insurance held by Amphill & District Community Rugby Club Limited provides limited cover for personal and social users of the Hall. The Booking Officer can provide details on request

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17. Promotional Material

Promotional material may not be attached to any part of the Premises for Hire without prior permission of the Booking Officer.

18. Temporary Decorations

The use of drawing pins and nails on internal walls is forbidden. You will be charged for damage to the walls or décor.

19. Bouncy Castles and other equipment provided by the Hirer or their agents.

Bouncy castles are not permitted within the Premises for Hire. Note that Amphill & District Community Rugby Club Limited are not covered for any claims arising from the use of bouncy castles or any other equipment brought into the Premises for Hire or the surrounding grounds, by the Hirer. It is the responsibility of the Hirer to ensure that the use of such equipment is properly insured.

20. Disco equipment

We regret that the use of 'bubble machines' is not permitted.

21. Personal Property

Amphill & District Community Rugby Club Limited accepts no responsibility for loss or damage to personal property brought onto the Premises for Hire

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STANDARD CONDITIONS

1. Supervision

The Hirer must be over 25 years old and will, during the period of hire, be responsible for supervision of the premises, the fabric and the 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 car parking arrangements so as to avoid obstruction to the highway.

2. Use of Premises

The Hirer must not use the premises for any other purpose other than described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way or bring into the premises anything which may endanger or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol thereon without written permission.

3. Gaming, Betting and Lotteries

The Hirer must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4. Public Safety Compliance

The Hirer must comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates Court or otherwise, particularly in connection with any event, which includes public dancing or music or similar public entertainment. .

5. Health and Hygiene

The Hirer must if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

6. Electrical Appliance Safety

The Hirer must ensure that any electrical appliances brought by him to the premises and used there shall be in safe and good working order and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL the hirer must make use of it in the interest of public safety.

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7. Indemnity

The Hirer must indemnify Amphill & District Community Rugby Club Limited for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building, which may occur during the period of hire as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him (or the organisation if acting as a representative) whilst using the Premises for Hire. (Amphill & District Community Rugby Club Limited is insured against claims arising out of its own negligence).

8. Animals

The Hirer must ensure that **no animals** (including birds) except Guide Dogs are brought into the Clubhouse.

9. Compliance with The Children Act

The Hirer must ensure that any activities for children under eight years of age comply with the provisions of The Children Act (as amended) and that only fit and proper persons have access to the children.

10. Fly Posting

The Hirer must not carry out or permit fly posting or any form of unauthorised advertisements for any event taking place at the Premises for Hire, and shall indemnify Amphill & District Community Rugby Club Limited accordingly against all action, claims and proceedings arising from any breach of this condition.

11. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of Amphill & District Community Rugby Club Limited. Amphill & District Community Rugby Club Limited reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

12. Unfit for Use

In the event of the Premises for Hire or any part thereof being rendered unfit for the use for which it has been hired, Amphill & District Community Rugby Club Limited shall not be liable to the Hirer for any resulting loss or damage whatsoever.

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13. Refusal of Booking

Amphill & District Community Rugby Club Limited reserve the right to refuse a booking without notice or to cancel this hiring agreement at any time before or during the term of the agreement upon giving seven days' notice to the hirer.

14. End of Hire

The Hirer shall be responsible for leaving the premises and the surrounding area in a clean and tidy condition unless a Cleaning Fee is agreed with the Booking Officer. The Hirer is also responsible to ensure that the Premises for Hire are properly locked and secured unless directed to do otherwise.

Also, any contents temporarily removed from their usual positions must be properly replaced; otherwise, Amphill & District Community Rugby Club Limited shall be at liberty to make an additional charge

PLEASE REMOVE ALL RUBBISH AT THE END OF YOUR FUNCTION AND IF YOU HAVE USED THE KITCHEN, THIS MUST BE LEFT CLEAN AND TIDY – AS YOU FOUND IT.

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