



Effingham & Leatherhead Rugby Football Club

Affiliated to the Rugby Football Union and the Surrey County RFC.

Premises Booking form

Name of person booking	
Contact Telephone number	
Email address	
Date of event	
Time of event	
Purpose of Event	
Number of people attending	
Attached attendance list	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact on the day	
Emergency Contact	
Security Required Please note security is required for all birthday parties for U21	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disco Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning required (£35)	
Do you require catering	
Comments	
Official use only	
Booking confirmed – Date sent	
Deposit	Amount Requested
	Date Received
Booking fee including deposit	Amount:
	Date paid:
Security Arranged	Date phoned:
	Amount :
Damage Waiver £200	

Please email to barmanager@eaglesrugby.co.uk



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CONDITIONS OF HIRE

1. This agreement is made between Effingham & Leatherhead R.F.C. ("the Rugby Club") and the person accepting the offer of hire ("the Hirer") who must be 18 years of age or over.
2. The Hirer (or another adult person nominated by the Hirer) must be present during the whole period of the hiring, and the Hirer shall give the name and address of a person so nominated to the Rugby Club Manager, or the person nominated as so acting on behalf of the Rugby Club, before the date of hiring.
3. The benefit of the hiring is not transferable by the Hirer to any other person.
4. The total number of people to be admitted during the period of hiring shall not exceed 120, all people attending will need to be either members or guests of members, temporary membership can be offered.
5. The Hirer will be required to pay a damage waiver of £200 which will be returned 72 hours after the hire of the Clubhouse provided there is no damage resulting on the night. The damage can not only be within the club but also includes the grounds of KGV.
6. The Hirer must make him/herself aware of the Fire Exits, which are clearly marked. Fire Exits must be kept free of obstruction at all times. In the event of a fire it is the hirer's responsibility to sound the fire alarms and make sure their guests vacate the premises to a safe area.
7. The sale of intoxicating liquor is NOT permitted on the Premises except by the Rugby Club or their authorised representative(s). No alcohol will be served to anyone under 18 or to anyone buying alcohol for consumption by anyone under 18.
8. It is **NOT** permitted to charge an entrance fee to any part of the Rugby Clubhouse, King George V Hall and Playing Fields, to include the car park ("the Premises").
9. It is **PROHIBITED** to use nails, pins, tacks, screws, sticky tape, or the like, on the fabric of the Premises, furniture and fittings. Bluetack may be used, but all traces must be removed at the end of the hiring period.
10. The Rugby Club reserves the right to charge the Hirer the cost of making good any loss or damage caused, or for any extra necessary cleaning to the Premises.
11. The Hirer must ensure that the conditions of hire are brought to the attention of anyone engaged to perform services in connection with the purpose of the hiring.
12. The Hirer is responsible for maintaining good order and ensuring that no nuisance is caused to users of other parts of the Premises or to residents in the vicinity of the Premises. The decision of the Rugby Club Manager or an officer of the Rugby Club on acceptable noise levels and proper use of the Premises is final. The Rugby Club reserves the right to organise additional security for the hire the cost of which the Hirer will be responsible
13. Without prejudice to the generality of the foregoing, the volume of sound amplification equipment shall be kept to a reasonable level. If sufficient action is not taken by the Hirer to reduce the volume when requested to do so by the Rugby Club Manager or an officer of the Rugby Club, the electrical power to the equipment will be switched off and in such an event the Rugby Club will accept no liability for damage incurred or loss of booking amenity.
14. In the event of failure to comply with a request or direction of the Rugby Club Manager or an officer of the Rugby Club concerning the proper use of the Premises, the Rugby Club Manager or an officer of the Rugby Club is entitled to terminate the hiring and to direct that the Premises are vacated forthwith.
15. The Hirer is required to appoint a person to control the parking of vehicles in the car park to the King George V Hall and Playing Fields, ensuring that:
 - a. vehicles are not allowed to park in the central reservation
 - b. a free passage to the Main entrance is always left for Ambulance/Fire Appliances and movement of all other vehicles
16. The Premises must be completely vacated at or before the end of the hiring period as stated overleaf and left in a clean and tidy condition.
 - a. The Hirer shall wash and put away all crockery and utensils and leave the kitchen clean and tidy.
 - b. It is the responsibility of the Hirer to provide glassware and washing materials.
 - c. Unless advance alternative arrangements have been made, all property belonging to the Hirer or the Hirer's guests or agents must be removed at the end of the hiring period.
 - d. All rubbish resulting from the Hire must be removed from the Premises by the Hirer. Failure to do so will result in a charge being levied. Rubbish skips are located at the entrance to the main car park.
 - e. Any breakages or damage must be reported in writing to the Rugby Club Manager immediately or within 48 hours of vacating the Premises if not reported at the time.
17. The Rugby Club accepts no responsibility for loss or damage to users' property, clothing or vehicles and contents.
18. Cancellation.
 - a. In the event of circumstances beyond their control, the Rugby Club reserves the right to cancel the booking at any time and shall not be liable to pay compensation, although hire charges already paid may be refunded.
 - b. In the event of cancellation by the Hirer up to 3 months before the date of hiring the booking deposit (less £5 administration charge) will be refunded.
 - c. In the event of cancellation by the Hirer less than 3 months, but more than 14 days, before the date of hiring the booking deposit (less £5 administration charge) will be refunded, provided the Rugby Club are able to re-let the accommodation.
 - d. In the event of cancellation by the Hirer less than 14 days before the date of hiring there will be no refund of the booking deposit.
19. The Rugby Club reserves the right to revise the hire charges which may be affected by circumstances beyond their control.