



WEST NORFOLK RUGBY UNION FOOTBALL CLUB
GATEHOUSE LANE, NORTH WOOTTON
KINGS LYNN, PE30 3RJ

TERMS AND CONDITIONS FOR HIRE AND HIRE FORM

PART 2 - FOR USE OF PERSONS WISHING TO HIRE THE CLUBHOUSE

FACILITIES AVAILABLE FOR HIRE

Car parking for 180 cars
Function room appropriate for 80 people sitting down and 120 buffet style
Banqueting chairs and tables as required
Fully stocked bar (open until 11.00; additional time will require agreement with the Club)
Kitchen for food preparation (no cooking) with dishwasher
In house catering available

TERMS AND CONDITIONS OF HIRE

All functions in the clubhouse must have the prior authorisation of the Club Executive Committee. The club regret that they are unable to take bookings for parties where more than 50% of the guests are below 25 years old.

Family parties, for example celebrating 18th or 21st birthdays, at least 50% of the guests must be older than 25 years. In such events extra conditions of hire will be imposed as follows:

- a. employment of sufficient registered security staff will be required (appointed by WNRUFC at additional cost to the hirer)
- b. a list of all attendees will be produced together with their age profile within one week, this is required to confirm fire regulation numbers and to demonstrate family attendance
- c. the Club operates Challenge 25 which encourages anyone who is over 18 but looks under 25 to carry acceptable ID when they want to buy alcohol
- d. anyone buying alcohol for under 18's will be refused and may be asked to leave by bar staff

General

The premises and grounds are strictly non-smoking;
All fixed equipment is included in the hiring of the facilities; additional equipment/resources must be provided by the hirer;
All facilities must be left as they were found;
Music to finish by 23.00 with everyone off the premises by 23.30 (additional time will require agreement with the Club)

Marquee

Marquee metal retaining spikes shall not be driven into the ground on pitch one within 10 metres of the Club building and within 5 metres either side of a straight line between the middle balcony upright and the scoreboard on the opposite side of the pitch. Marquee companies failing to comply will be held responsible for damage to underground cables and are requested to contact the Club manager for further details.



First Aid

A first aid kit is available behind the bar for functions.

Liability

The Club will not be liable for any injury, damage or loss to property which may occur to the hirer or others associated with any function;

Risk assessments for the Club have been completed but the hirer is responsible for ensuring these are sufficient for the function and complete their own should it be necessary.

Charges

The cost of hire along with

A minimum-security deposit of £100 is required, conditions may be varied at time of booking for some functions;

Any breakages or damage during the period of hire must be reported to the Club Secretary (secretary@westnorfolkrugby.com) as soon as is reasonably practicable and paid for in full.

Conditions of hire

The Designated Premises Supervisor or his representative will ensure that:

1. all functions in the clubhouse must have the prior authorisation of the Club Executive Committee, the booking form must be properly completed and submitted to the Club Executive Committee;
2. a senior Club member or authorised representative must be present to supervise the function;
3. guests do not bring any items onto the premises which could endanger other guests (handbags will be checked);
4. persons using disco or musical equipment must comply with any instructions from the supervisor present;
5. non-members who are authorised to prepare functions must not climb above floor level;
6. no substance will be allowed to be spread on the dance floor beforehand;
7. the entrance door is manned by a person competent to do so, such personnel shall be appointed by the Club when required;
8. the 'no-smoking legislation' will be strictly enforced;
9. an announcement where the fire exits are will be given;
10. those using musical equipment have well maintained and safe electrical equipment;
11. no alcohol to be brought into the clubhouse or onto external club premises from outside the club premises
12. no person who is obviously intoxicated will be admitted;
13. no further alcohol will be served to any person when the bar staff consider that this would be inadvisable;
14. bottles or glasses are not brought on to the balcony or anywhere outside the clubhouse.



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CLUBHOUSE HIRE FORM

Full Name of hirer				Member YES – NO	Membership Number:	
Address of hirer						
Telephone				Email		
Purpose of hire and facilities required						
Date of hire				Time of hire	From	To
Age profile	5 – 15 years	16 -18 years	19 – 25 years	26 – 40 years	40 plus years	
Approximate number attending						
NOTE: list of all attendees with age profile required within one week of booking acceptance, where this is not received, the Club reserve the right to cancel the event						
By signing this document, I declare that I am over 18 years of age and hereby acknowledge and agree to comply with the terms and conditions of hire. If application is approved, you will be advised of total hire cost						
Signature		Print		Date		
WNRFC USE ONLY: Executive Committee Approval/additional conditions of hire						
Signature		Print		Date		
Name of WNRFC Responsible Person for Event						
Total hire cost including £100 deposit to be paid, booking is only provisional until payment is cleared						
£.....						