



HITCHIN RUGBY CLUB

Affiliated to the Rugby Football Union | Founded 1866 | Reformed 1954

Club Ground: King George V Playing Fields, Old Hale Way, Hitchin, Hertfordshire SG5 1XL
01462 432679 www.hitchinrugby.com

Clubhouse hire for the public

Thank you for your enquiry. Your reservation will be confirmed when we receive the completed booking form and the reservation fee. Forms should be sent to the Bookings Officer. Please keep a copy for your records. Reservations made less than 30 days before an event, need to be paid for in FULL when booking.

Club contact details

Bookings officer: Sue Stanbury Tel: 07791 747197 Email: bookings@HitchinRugby.com

Reservation Fees and deposit

A non-refundable booking fee of £30.00 is payable upon making your booking. This is NOT part of the hourly hire rate

A damage deposit cheque for £150 is also payable upon booking and should be made payable to **Hitchin Rugby Ltd** and hand delivered to the Bookings Officer by prior arrangement. The damage deposit cheque will not be cashed and will be destroyed after the event unless there is damage to the premises, loss of equipment or if additional cleaning is required.

Hire Fees

The hire fee must be paid no later than 30 days before the event. Payment to be made by Bank transfer:

Account Name: Hitchin Rugby Ltd. Sort code: 40-24-20 Account No: 91784595

Use your name and event date as reference. Cash/cheques: hand delivered only to the Bookings officer. Pavilion bookings are subject to a minimum charge of £66 (incl. the booking fee).

Clubhouse bookings are subject to a minimum charge of £70 (incl. booking fee).

| Hall | Booking fee (non-refundable) | £Fee per hour (incl. VAT) | No. of hours | Total Cost | Paid (Bookings Officer use ONLY) |
|-----------------------|---------------------------------|--------------------------------|--------------|------------|-------------------------------------|
| Clubhouse with Bar | £30.00 | £40.00 | | | |
| Clubhouse without Bar | £30.00 | £20.00 (£40 min. fee) | | | |
| Pavilion | £30.00 | £18.00 (£36 min fee) | | | |
| Tables | n/a | £4.50 per table (£3.75+vat) | | | |
| Chairs | n/a | £3.00 per chair (£2.50+vat) | | | |

Other requirements

Catering - Do you require catering for your event?

We have our own in-house caterer, please let the bookings officer know if you require catering.

Music/DJ - Do you require music for your event?

We know some great DJ's, please let the bookings officer know if you need some help.

Anything else?

PLEASE NOTE: Our kitchen facilities are NOT available for private bookings.



Hitchin Rugby Limited

Registered in England and Wales No. 09142406 Charity Number 1159772 VAT No. 251 338227

Registered Office: Croft Chambers, C/O Bradshaw Johnson, 11 Bancroft, Hitchin, Hertfordshire SG5 1JQ





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CONTRACT AGREEMENT

| | |
|---|--|
| Name of hirer: | |
| Signature of hirer: | |
| Address: | Telephone: |
| Email: | |
| Date of event: | Number of guests: (Approx) |
| Start time: Set up access 1hr before event start time | Finish time: Bar closes at 23.30. Music to stop 00.00 (midnight) |
| Type of Event: | |
| Maximum capacity: Seated 80 persons / Standing 120 / Pavilion 60 | |
| Office use only £30.00 booking fee paid? Yes / No Date: _____ taken by: _____ £150 deposit cheque taken? Yes / No Date: _____ taken by: _____ Hire fee paid? Total Amount: £ _____ Date: _____ taken by: _____ | |
| Please return this booking form and damage deposit cheque to the Bookings Officer Sue Stanbury Tel: 07791 747197 Email: bookings@HitchinRugby.com | |



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Conditions of Hire.

1. The person signing the booking form will be deemed to be the hirer and must be over the age of 18 years of age. The hirer will be personally responsible for payment of all fees and for compliance with all the terms and conditions of hiring.
2. Hitchin Rugby Limited (hereafter HRL) reserves the right to refuse any application for use of their facilities.
3. Bookings are subject to a minimum charge of £70 for the clubhouse and £66 for the Pavilion (incl. booking fees)
4. The hirer shall not sublet the hire to another person.
5. The hirer shall not sell tickets for, or publicly advertise the function unless agreed by HRL.
6. The hirer shall not have access to the Kitchen facilities of the clubhouse.
7. HRL reserve the right to close the club while any function is in progress in the event of an accident, emergency or behaviour rendering this necessary.
8. The hirer will be responsible for the cost of making good any damaged caused during the function and replacement of furniture or fittings found afterwards to be damaged or missing from any part of the premises.
9. The hirer will be responsible for the cost of any additional cleaning required as a result of activities during the function.
10. If the hire is cancelled less than two weeks before the date of the function, the hirer is liable to a cancellation charge of 50% of the hire fee, unless the club is re-let for that date.
11. The number of persons admitted to any function is limited to 120 in the clubhouse (80 if seated) and 60 in the pavilion hall.
12. Unless otherwise agreed, the bar will close no later than 11.30pm and all music must finish at 12.00Midnight.
13. The hirer shall be responsible for the proper conduct of persons using the club and any persons causing annoyance or damage will be requested to leave the premises by the clubs representative.
14. Persons under the age of 18 will not be served with alcoholic drinks. HRL reserves the right to require ID in the case of doubt.
15. Only drinks purchased from the club bar may be consumed on the premises, unless previously agreed by HRL.
16. The use of illegal substances is strictly prohibited and any persons using such substances will be ejected from the premises.
17. The hirer will ensure that noxious chemicals or any materials or equipment that may cause damage to the property or persons are not brought onto the premises.
18. The hirer is responsible for ensuring that all equipment and other material brought onto the premises is also removed immediately after the termination of the function. This includes balloons, debris from party poppers etc. and other decorative items.
19. The hirer may have access to the premises up to one hour before the function and one hour afterwards, unless agreed otherwise with HRL.
20. No electrical fittings or appliances in any part of the premises may be altered, removed or interfered with.
21. No fire exit doors shall be obstructed or fastened and they shall always be available for us
22. HRL reserve the right of entry for their representatives to all parts of the premises at all times.
23. HRL reserve the right to cancel any function if any of these conditions of hire are found to have been violated or for reasons beyond their control.

I hereby apply for the hire of the hall and facilities specified in the table above and enclose the required deposit and non-refundable booking fee.

I have read and agree to abide by the Conditions of Hire.

Name of hirer: Date:

Signed: