Applicants for the hire of the New Milton RFC clubhouse must complete this form at least 21 days prior to the event. Special allowances can be made in certain circumstances.

Bookings must be confirmed with our Social Manager. For further information, please contact Lisa Kennedy on 07801 658906 or email [Lisa Kennedy](mailto:lisa.rugby@gmail.com)

Details of hirer and function

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Telephone contact: |  |
| Email address: |  |
| Address: | |  | | |
| NMRFC member: | |  | | |
| Purpose of the hire: | |  | | |
| Please note: No alcoholic drink may be brought or consumed on the premises unless purchased from New Milton RFC. | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of hire: |  | | Start time of event: | |  | |
| Entry time to set up: |  | | Finish time of event: | |  | |
| Number of guests | Over 18 | Under 18 | Music: | Disco / Live Band / Both / None  All electrical equipment brought onto site for use must have a current pat certificate | | |
|  |  |
| Layout requirements: | Party | | Theatre | | | Cabaret |
| Catering requirements: | None | | Access to kitchen only, no use of facilities | | | Full catering facilities |

Note:

The Clubhouse will close at midnight on Friday and Saturday.

The bar will shut and music must cease at least 30 minutes prior to the Club house closing to enable the function to run down and people to depart.

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| **Hirer** | The person named as the hirer on the Club House Facilities Booking and Hire Agreement.  The Hirer will be personally responsible in full for compliance with these Terms and Conditions of Hire and all payments due, even where they are making the booking on behalf of a club or organisation. |
| **Club House Facilities Booking and Hire Agreement** | The document to be completed by any person(s) wishing to apply to hire NMRFC Club House facilities and attached to these conditions of hire |
| **Booking Fee/ Bar Staff Fee/ Refundable deposit** | The payment to be made by the hirer to NMRFC in respect of the period of hire. |
| **Clubhouse Manager / Social Manager** | The officer of NMRFC who deals with bookings of facilities. |
| **The Facility Hired** | The parts of the club house as specified in the booking. |
| **Period of Hire** | The dates and timings which have been confirmed by the Social Manager to the Hirer. |

***I, the undersigned, agree to the Terms & Conditions listed below***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed: |  | | Booking fee: | | £ |
| Bar staff: | | £ |
| Print name: |  | | Refundable deposit: | | £ 150.00 |
| Date: |  | | Total amount: | | £ |
| ADMIN USE ONLY  Approved by NMRFC | | Signed: | | Date: | |

|  |  |
| --- | --- |
| **Booking Confirmation** - No booking is considered accepted until the booking fee and the signed Booking and Hire Agreement have been received and reviewed by the NMRFC’s Social Committee, and the booking confirmed by our Club House Manager. | **Accidents & Injuries** - The NMRFC accepts no liability for any accident, damage or injury arising from the hirer’s activity or use of the facilities. |
| **Booking Fees** - The Booking Fee must be paid in full to NMRFC before the commencement of hire. Bank transfer details on request. Cheques should be made payable to NMRFC. | **Vacating Premises** - Hirers must vacate the Club House by the end of the ‘period of hire’ and in default will indemnify NMRFC against all losses NMRFC suffers in consequence. |
| **Financial Obligation** - The hirer agrees to reimburse NMRFC for any damage caused to the premises or its fixtures, fittings and equipment, or the need for additional essential cleaning required as a result of any activities during the hire period. | **Protection against damage loss or injury** - Hirers shall indemnify NMRFC against all claims, demands, actions or proceedings, in respect of goods, clothing or of the deaths or injuries of any persons, which shall occur during the ‘period of hire’, provided that this indemnity shall not apply to any claim, demand, action of proceedings, which arises out of negligence on the part of NMRFC, its agents or servants or from any defects of the premises. |
| **Cancellations by the Hirer** – The Hirer may cancel the booking on giving not less than 4 weeks-notice prior to the date of the ‘period of hire, in writing to the Social Manager. In such event any booking fee previously paid will be reimbursed to the Hirer. In the event of the hirer making a cancellation within less than 4 weeks’ notice then the relevant booking fee will be payable in full. | **Young People** - Children must be supervised at all times. |
| **Cancellations by RWBRFC** – NMRFC may in their absolute discretion cancel any booking if in their opinion or that of their officers an event should not go ahead. In the event of a cancellation by the NMRFC it will refund any pre-payment without delay. NMRFC will not be liable for any losses the Hirer may incur as a result of the cancellation. | **Decorations** - The use of adhesives, adhesive tapes, sticky tape, and nails is prohibited. The use of tacks, drawing pins or similar must be arranged with the Social Manager at time of booking. |
| **House-Keeping** - The hired premises must be left clean and tidy and as hired at the conclusion of the hire period, i.e. decorations to be removed, kitchen cleaned and bins emptied etc. Please note that if additional essential cleaning is required then the paragraph above **(Financial Obligation)** of these terms and conditions will apply. Please note that no confetti or similar material is to be used within these premises, and strictly no chewing gum is permitted. | **Muddy Clothing/footwear** - The Hirer will not allow studded footwear to be worn inside the Clubhouse. All muddy footwear and clothing must be removed before entering the Clubhouse. |
| **Right of Entry** - NMRFC reserves the right of entry to any function, without stating reasons to ensure that conditions of hire are being observed. | **Advertising** - Advertising handbills or posters must not be posted within or without the premises unless previously approved by NMRFC’s Management Team. |
| **Compliance with Licencing Act and Drug Laws** - Hirers must comply with the club licensing conditions. Activities must not compromise any aspect of the following four principles:  • Prevention of crime and disorder • Public safety  • Prevention of public nuisance • Protection of children from harm  Strictly no alcohol to be brought onto premises without prior permission. Strictly no legal highs/nitrous oxide canisters etc. and/or any other drugs to be brought onto premises. Any person(s) found in breach of this condition will be required to leave the premises. | **Keys to premises** - In the event that any keys are provided to the hirer, they must be appropriately secured at all times. In the event that keys are stolen, lost or misplaced, the hirer will be responsible for the payment of replacement keys |
| **Public Safety** - Hirers must accept responsibility for the safety of the public in the event of fire or other emergencies during the period of hire. Hirers are responsible for their own first aid arrangements, and should familiarise themselves with the location of fire alarms, extinguishers and escape routes. Hirers must ensure that aisles, passage ways and exit doors are kept clear at all times. | **Failure to observe ‘Conditions of Hire’** - If the Hirer shall fail to observe these ‘Conditions of Hire’ NMRFC may, without notice, terminate the ‘period of hire’. Such termination shall not release the Hirer(s) from their obligations under these ‘Conditions of Hire’. NMRFC shall be entitled to retain monies paid and collect payment of any balance or additional charges outstanding. |
| **Insurance** - Hirers agree not to commit or permit to be committed any act which would prejudice or invalidate any insurance policy or contract pertaining to the premises or any part of the hired property. The hirer will be held responsible for these acts. | Interpretation:  * NMRFC’s decision as to the interpretation of these ‘Conditions of Hire’ shall be final. * The NMRFC reserves the right to vary or amend these ‘Conditions of Hire’ on giving the Hirer not less than 48 hours-notice in writing. * The expression, ‘The Hirer’ shall apply whether there is one or more Hirer and if more than one the obligations are joint and several. * The masculine shall include the feminine and the singular the plural and vice versa. * Bold headings are for clarity of information only. |
| **No-Smoking** - The premises and some outside areas including the patio area are non-smoking. Smoking may only take place in the designated areas. No smoking includes use of ‘vaping’ equipment. | Please be aware that:  * The NMRFC Clubhouse is constantly monitored by CCTV, i.e. images are being monitored and recorded for the purposes of crime prevention, damage limitation and public safety. * As a members’ club we cannot guarantee exclusive use of the facilities to Hirers. |