

Moore Rugby Union Football Club

Hire of Club Function Room

Please complete the following when requesting the hire of the Rugby Club function Room.
On completion, ensure the form is returned to the Club Stewardess together with the deposit.

Please Note: Completion of this form does not constitute confirmation of the room hire. The club committee will formally advise as to the outcome of your request. Also, as the club is a members club, members will NOT be refused entry during your event.

A deposit is required on submission of this request, a percentage is returnable if no action is required after your event. (E.g. Repair of any damage, extra cleaning, extra hours. Etc.).
If the committee decides that the request of hire cannot be accepted, the deposit will be returned in full
A refund will not be issued if function cancelled by the hirer within 14 days of booked date.

Contact: (Person responsible for the hire of the club).

Name: _____
Address: _____
Post Code _____
Telephone: _____
Email _____

Function:

Date of Function: _____

Brief description of Function :- _____

Club Member? Yes / No

Cleaning: Yes / No

Will you take responsibility to ensure the club is left fit for purpose? If No, then a charge may be taken from your deposit.

Numbers: _____

This is an indication for the stewardess for the number of bar staff required.

Time: Please indicate the time you wish to arrive to prepare for your event, the time your event is to start and finish.

Arrival: _____ Start: _____ Finish: _____

Any special requests or arrangements, please discuss with the Club Stewardess.

I have read and accept the Terms and Conditions. Signed _____

Official use only:-

Function approved Yes / No

Deposit received Yes / No

Amount received £

Deposit refunded

date:-Amount refunded £

Charges :-

Moore Rugby Union Football Club

Terms and Conditions of Hiring the Club

General

A deposit for all functions is required.

The requestor will be notified by email or post that the request has or has not been approved. With either email or post, the requestor will be required to acknowledge receipt in some written form (not a phone call).

Any refunds due, will be paid via post in the form of a cheque to the person & address entered as the **contact** (above).

All evening functions cannot start before 19:30 and the bar will close at midnight. The Club must be cleared by 1am. If these times are not suitable, then changes could be made, but only by prior arrangement with the Stewardess.

Cleaning

If you have accepted the responsibility to leave the club fit for purpose all banners etc. must be removed and any food must be cleared away that evening. Only by prior arrangement with the stewardess may this change. Please remember the club may be open the following day. Failure to comply with this may result in a charge being made.

You are not allowed to consume your own drinks on the club premises or grounds. Anyone not observing this rule will be asked to leave the premises.

Please Note: Decorative confetti is not permitted.

Moore Rugby Club is a private members Club and as such, members cannot be refused entry whenever the Club is open. It is highly unlikely that anyone will use the Club unless invited.

Failure to comply with these terms and conditions could result in a charge being made.

We hope your event is successful and enjoyable for you and all your guests, We can be flexible on most things but please discuss your event with the Stewardess.