

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.

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 of £100 is required on submission of this request, £70 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 £100 will be returned in full.

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

Name: _____
Address: _____

Post Code _____
Telephone: _____

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 £

Charges :-

Deposit refunded date:-
Amount refunded £

Moore Rugby Union Football Club

Terms and Conditions of Hiring the Club

General

A deposit for all functions of £100 is required.

The hire charge for functions held Monday – Saturday is £30.

There is no hire charge for a Sunday.

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.

For a Sunday hire, the club will not charge, however, a deposit will still be required. The club will also not pay the staff wages. Therefore, you are eligible to pay the steward and any other bar staff wages for the duration of your event.

Sunday Costs

A normal guide to how much this will cost is £10 per hour per staff, how many extra staff you will need is dependant on how many people you may expect at your event and what kind of event it is. The price is negotiable only with the stewardess.

You will be expected to pay wages from the moment the staff arrives on the premises to the moment they leave, including any time preparing the room for your event. Please be aware that it takes 1 hour to clean up after an event, (dependant on how many staff are present) and this maybe included in the bill at the end of your event.

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.