



Dudley Kingswinford Rugby Football Club

Established 1920



FUNCTION ROOM – BOOKING FORM

Name			
Address			
Contact Number(s)	Home:	Mobile:	
Email			
Club Membership No. (if applicable)			
Date of Function			
No. of Attendees			
Type of Function e.g. Christening, Children's Birthday Party, Anniversary, etc.			
Set up Time			
Start Time of Event		End Time of Event	
Food Required?	YES / NO (Delete as applicable)		
Microphone Required?	YES / NO (Delete as applicable)		
Entertainment Type? e.g. Disco, Band, Children's entertainer, etc.			
Payment			
Bond Payment	Yes/No *Cash only		

Please note:

- We draw your attention to the terms and conditions attached, club guidelines are also available on our website: www.dkrugby.rfu.club
- A deposit of 25% of room rate is chargeable on booking – non refundable

Hirer
Name (CAPITALS)

Club
Name (CAPITALS)

Date:

Date:

Signed:

Signed:

This event booked by DKRFC member.

Name:

Please note – leaving the booking form with bar staff etc., does not guarantee your booking



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FUNCTION HIRE – TERMS & CONDITIONS

BOOKING RULES AND NOTES

- No persons under the age of 18 will be served or permitted to consume alcohol on the premises.
- All attendees under the age of 21 (or who look under 21) will be asked for ID. Only those with a valid ID will be served with alcohol. The bar staff reserve the right to make a request for proof of ID.
- The person(s) booking the function will be held responsible for any damage caused by either reckless or deliberate action. An appropriate charge will be made for any such damage. A bond will be required for certain bookings. The bond is to cover damage to the premises or equipment, but will be returned in full, within 7 days, in the event of zero damage.
- Only alcohol and food purchased at the premises may be consumed on the premises. Any breach of this condition will result in guests being asked to leave the premises. In more serious cases it may be necessary to terminate the function. There will be no sale of alcohol for consumption off the premises.
- The Club has a Zero Tolerance drugs policy. Anyone found using or supplying illegal substances will be removed and the police called. Any person(s) not complying with these rules will be asked to leave the premises.
- The Club will accept no liability in respect of any injury, damage or theft or loss of property by the Hirer or by any other persons using the facilities by reason of the hire save to the extent that such loss or damage is attributable to the negligence of the Club. The hirer shall indemnify the club against any such claims
- The right of entry to the facilities is reserved to the Club at any time during the hiring.
- No alterations or additions to the premises, the fixtures, fittings, scenery and/or equipment or the decorations at the premises shall be carried out.
- No nails or fixings of any kind shall be driven, put into or adhered to any wall, floor, partition, pillar, ceiling, fitting or furniture of any kind.
- No furniture or fittings or equipment shall be moved or removed by the hirer
- DKRFC may cancel the hiring at any time without stating a reason, and if so DKRFC shall refund the hirer all monies paid. Any monies payable for the period of the hire unpaid at the time of cancellation shall cease to be payable. DKRFC shall not be liable to pay any form of compensation to the hirer in respect of such a cancellation.
- A non-refundable deposit of 25% of the room hire rate is required on confirmation of the booking together with completion of the booking form.
- The balance for the room hire is due no later than 7 days prior to the event. Failure to pay the outstanding balance may lead to the cancellation of the booking and loss of the deposit.

Maximum guests: 200

We DO NOT accommodate 18th Birthday Parties

DECLARATION

I have read the above rules and agree to abide by the conditions imposed.

I understand that I am liable for the cost of repair or replacement of any items or property damaged or stolen during my event.

Name:	Signature:	Dated:
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