**Trowbridge RFC Functions**

**Booking Information Form**

**Contact and Billing Information**

|  |  |
| --- | --- |
| **Name;** |  |
| **Telephone Number;** |  |
| **Email;**  |  |
| **Address;** |  |
| **Purchase Order Number;** |  |

**Notes;**

**Function Details**

|  |  |
| --- | --- |
| **Function Date;** |  |
| **Start and End Times of Function;** |  |
| **Access time for Set Up /Clear Up;** |  |
| **Type of Function;** |  |
| **Preferred Function Room;** |  |
| **Initial Room Hire Quote;** |  |
| **Deposit Required;** |  |
| **Initial estimate of numbers;**  |  |
| **Date when numbers will be confirmed;****(At least 7 days before function)** |  |
| **Preferred Room Layout;** |  |
| **Equipment Required;** |  |
| **Entertainment Details;** |  |
| **Bar Opening Times;**  |  |
| **Timings of Refreshments if Required;** |  |
| **Timings of Catering;** |  |
| **Catering Required;** |  |

**Notes, including any specific dietary requirements;**

TERMS AND CONDITIONS FOR HIRE OF THE FUNCTION ROOMS FOR BUSINESS AND SOCIAL EVENTS

Bookings of the Function Rooms at Trowbridge Rugby Club are accepted on the understanding that the Hirer accepts these terms and conditions.

Definition of terms used within our Terms and Conditions of Hire

* The Club / Trowbridge RFC**:** Any aspect of Trowbridge Rugby Club and their associated grounds as well as the specific location being used.
* Hirer: Organisation, person or persons intending to use the premises whether fee paying or not.

Bookings and Cancellations

1. All bookings must be made in writing or via email. Verbal bookings must be confirmed in writing. A booking information sheet filled in where requested.
2. Provisional bookings will only be held for a maximum period of two weeks. If not confirmed in writing at the end of the agreed period, the date maybe released.
3. Please provide full name, address and contact details for contact and invoicing.
4. For 21st Birthday parties, 2 members of security must be present at an additional cost, which is payable in advance of the event.
5. The Club grounds and premises shall not be used in connection with any political party event without prior approval of the Board.

Charges

1. The Hirer will be held responsible for any damages to the premise, loss of furniture, equipment or crockery. The Hirer shall pay to Trowbridge RFC, on demand, the amount required to make good or remedy any such damage. A refundable damage bond will be charged for all Social events in addition to the prices quoted. This will be refunded in full subject to there being no damage to Trowbridge RFC property or equipment. If the damages exceed the amount of the bond then TRFC reserves the right to issue the Hirer with an invoice for the damage repairs less the bond amount.
2. Discounted prices may be available to registered charities and “not for profit” organisations.
3. For all social events 50% of the booking fee will be payable one month prior to the event with the remaining 50% payable 7 days prior to the event.
4. For all Business events the booking fee will be payable within 7 days of receipt of invoice.
5. Cancellation charges prior to the event will be applied as detailed below:
	1. Up to 14 days; No charge
	2. 14 to 7 days; 50% of the room hire will be charged
	3. Less than 7 days; 100% of the room hire will be charged

Notice of cancellation must be made in writing and will become effective on the date received by Trowbridge RFC.

1. Trowbridge RFC reserves the right to cancel a booking if the holding of the event is prevented by circumstances beyond the control of the Club. The Club will refund any monies paid in advance. The Club does not accept any liability for losses incurred due to the cancellation of an event.

Catering and Bar Services

1. For weekday Business meetings; tea, coffee and biscuits can be provided at extra cost. Catering and refreshments may only be provided by Trowbridge RFC unless otherwise agreed but an additional charge will then be made for the use of the kitchen.
2. For all external catering a sign must be in sight of guests to say who has provided the catering.
3. The Club accept no liability for food and refreshments provided by the Hirer of the Function Room.
4. The Club require food hygiene certificates for those preparing food in the kitchen.
5. The Kitchen must be left clean and tidy. If the kitchen is found to be in an unsatisfactory state this may lead to loss of deposit.
6. Where Catering is provided by Trowbridge RFC, numbers for catering will need to be confirmed a minimum 3 days before the function so the final invoice can be raised. Any subsequent increase in numbers will be invoiced separately. Please note no refund will be given for any decrease in numbers after the invoice has been issued.
7. The retail sale of alcoholic drinks can only be made by Trowbridge RFC. Should you wish to provide your own bottled beverages, our standard corkage charges will apply.
8. Specific dietary requirements can be catered for, but must be communicated in detail at least 48 hours in advance of the function date or earlier.

Social Events Facilities

1. Entertainment equipment may be brought into the building. Any electrical equipment must have a valid Portable Appliance Test Certificate.
2. Entertainers must provide a risk assessment and any public liability insurance if deemed necessary.
3. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture.
4. No unlawful betting, gaming or lotteries can take place.

Use of the Pitches and Training Areas

1. Any use of the Pitches and Training Areas by hirers will require the permission of the Rugby Club’s Groundsman.
2. Marquees and inflatables will only be permitted on the Training Areas and in accordance with certain restrictions and with the permission of the Rugby Club’s Groundsman.
3. For any outside entertainment a Temporary Events Licence must be obtained from Wiltshire County Council by the Hirer.

Business Meetings

1. The Screen and Projector may be hired but this must be advised on booking. The projector is able to be linked to the Hirer’s laptop. Hirers will be assisted with equipment set up where necessary.
2. Any electrical equipment brought in by the Hirer must have a valid Portable Appliance Test Certificate.
3. Nothing is to be stuck, nailed, screwed, stapled or fixed in any way to the walls, doors or any other furniture.

Health and Safety

1. In accordance with Trowbridge RFC’s Licence the maximum capacity of the Players Bar and Lounge is 120 persons seated at tables and chairs or 200 persons close seated/dancing including all performers.
2. Fire exits and extinguishers are to be kept clear and visible at all times.
3. In accordance with legislation, no smoking is permitted anywhere within the premises. There is a smoking shelter located at the far end the patio.
4. The Hirer is responsible for proper care and supervision of children that are guests.
5. Any activities for children including inflatables must be supervised at all times.
6. The Hirer will be the responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must attend the event. The name of the responsible person must be advised on booking if this is different from the Hirer.
7. The Hirer is responsible for ensuring that vehicles using the car parks are driven in a safe manner and are parked in such a way so as not to obstruct access by emergency vehicles.
8. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.
9. The Hirer is responsible for ensuring that people attending an event are aware of the fire evacuation procedures (see below), including the location of the fire exits.
10. The Hirer is responsible for the conduct and behaviour of all people attending the event. The Club reserves the right to terminate the event, without any refund of costs, if the conduct and behaviour is deemed to be unacceptable.

Opening and closing the Function Room

1. The Function Room will be opened and closed by a member of Trowbridge RFC staff. Please ensure that your staff or guests are aware of the hire period and that they will not be able to enter before or leave after the agreed hire period. Cars can be left over night in the locked car park and collected the following day at an agreed time.

Security

1. Trowbridge RFC accepts no responsibility for the property of persons attending or organising an event. Vehicles and their contents are parked in the Club’s car park at their owners’ risk. The Club accepts no responsibility for any loss or damage incurred thereto. Any property brought on to the premises or left in the car parks is done so entirely at the owner’s risk.

General

1. No poster or other advertising material for the function/event shall be

a) issued or distributed prior to its written approval by the Club,

b) placed on public or private property without the owner's consent,

c) placed such as to cause nuisance or damage.

1. Advertising material and any direction signage may be placed externally within the Club only with the Club's prior approval. Direction signs and related notices may be placed inside the Club’s premises immediately before the function subject to the Club's prior approval and provided that nothing is fixed or attached to any building surface, fixture, exhibit or furniture.
2. All posters, signs and notices shall be removed by the end of the hire period.
3. The Club reserves the right for its employees to enter the room/space at any time and for its Contractors to do so in the event of need.
4. The Hirer recognises that during the Hirer's presence on the site, the activities of the Club and of other parties are likely to be taking place at the premise. Provision will be made where possible to ensure the privacy of the Hirers function.
5. The hired room, foyer and toilets are the only area to be used by the Hirer and the Hirer accepts all other rooms will be either locked or classed as out of bounds unless a request is made.

End of Hire

1. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced.
2. For Social Events the Hirer or a designated point of contact must make themselves known to the Bar Manager on the night to communicate regarding end of night procedures.

Disclaimer

1. Every effort has been made to ensure the accuracy of all information provided. Trowbridge RFC does not accept liability for any errors or omissions and reserves the right to amend any information at any time.

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I agree to the terms and conditions of hiring Trowbridge Rugby Football Club as stated above:

Signature of hirer: ....................................................................................

Name of hirer: . ...................................................................................

Date: . ...................................................................................

FIRE PROCEDURE INSTRUCTIONS FOR THE FUNCTION ROOMS AT TROWBRIDGE RUGBY FOOTBALL CLUB

A. Be sure that you know:

1. The location of the fire alarms

2. The location of fire extinguishers.

3. The fire evacuation route.

4. The assembly point for the building –which is the car park to the right hand side of the front of the building.

B. Housekeeping

1. Ensure all people using the function room are aware of the No Smoking regulations, the location of the fire alarms, exit routes and location of the fire assembly point.

2. Be sure that all electrical equipment in use is connected properly to the power supply and that the plug and wiring is not damaged in any way. If you suspect a problem do NOT use the equipment. All electrical equipment brought into the Rugby Club must have a valid Portable Appliance Test Certificate.

3. Never allow a build -up of rubbish in any part of the premises. Store things properly and ensure that rubbish is placed in the appropriate bins. The stairwells are to be kept clear at all times.

4. Never obstruct, or allow to be obstructed, fire evacuation routes in the function room area.

5. When disabled persons are present, ensure that special arrangements are in place in the event of an evacuation.

6. Ensure that, in your absence, there is someone responsible for these procedures.

C. If you find/suspect a fire

1. RAISE THE ALARM IMMEDIATELY or ensure that someone else does. Fire alarms are located at the fire escape doors of the downstairs function rooms and at the top of the stairs of the Upper Lounge.

2. Attempt to put out the fire BUT ONLY if you have been trained in the use of fire extinguishers. IF IN DOUBT LEAVE IT.

4. When evacuation of the building starts, QUICKLY check the toilet areas to ensure that everyone has left. Ensure that all fire doors are closed.

5. Having checked the area go to the Assembly Point and call then await the arrival of the Fire Brigade.

6. Report to the Fire Brigade immediately they arrive if you think there is anyone left in the building.

7. Do not re-enter the building until told to do so by the Fire Brigade