



# MEDWAY RUGBY FOOTBALL CLUB HIRE FORM

**Address:** Priestfields, Rochester, Kent ME1 3AD

**Telephone:** Clubhouse 01634 847737

**Bar Manager(s):** Mark Marriott / Phil Wells

**Email:** [markseanmarriott@icloud.com](mailto:markseanmarriott@icloud.com) / [pjw1967wells@btinternet.com](mailto:pjw1967wells@btinternet.com)

Name of Hirer:

Today's Date

Address:

Purpose of booking:

Postcode:

Date of event:

Telephone (Daytime):

Telephone (Evening):

Telephone (Mobile):

Contact Email:

## Facilities required: (Please tick as appropriate)

**Bar**

**Kitchen**

**BBQ**

*Please refer to separate menu for food provided by the Club Kitchen.*

*Please note that there is an additional hire fee of £30 for use of the BBQ.*

**The set hire fee for an evening booking is £60 to members from 6.30pm till 11pm plus a refundable deposit of £50 which should be paid at the time of booking and will be returned after the event minus any deductions made against damages – If there are any.**

*Any alternative times or other bookings will be considered and discussed on an individual basis.*

**Approximate number of guests:** .....

*(This information must be provided a minimum of 14 days prior to the event)*

Will the event require music **YES**  **NO**

VAT registration Number: 204 7363 83

All cheques made payable to 'MEDWAY RUGBY FOOTBALL CLUB'



## MEDWAY RUGBY FOOTBALL CLUB HIRE FORM

**Address:** Priestfields, Rochester, Kent ME1 3AD

**Telephone:** Clubhouse 01634 847737

**Bar Manager(s):** Mark Marriott / Phil Wells

**Email:** [markseanmarriott@icloud.com](mailto:markseanmarriott@icloud.com) / [pjw1967wells@btinternet.com](mailto:pjw1967wells@btinternet.com)

### IMPORTANT INFORMATION:

### CONDITIONS OF HIRE

1.	Access time must be agreed at the time of booking and on occasion where the event is held on a Saturday where Senior rugby has been played, no earlier than 6pm.
2.	The bar will close promptly at 11pm and any music must stop by 11.20pm and Clubhouse emptied by midnight.
3.	No alcoholic drinks will be sold to anyone under the age of 18 years or deemed to be under 18 years by the bar staff. Proof of identity will be required in all cases of doubt.
4.	The Duty Manager has sole discretion to close the bar and the Clubhouse if there are any disturbances – Fights, smashing of glasses or any other inappropriate behaviour. If this does happen there will be NO refund returned to the hirer.
5.	Only alcohol purchased on the premises can be consumed on the premises. Any 'imports' will be subject to confiscation.
6.	Any excessive mess or damage (inside or outside the Clubhouse) could lead to the loss of deposit and could incur and further charge.
7.	Glasses are not to be taken outside the Clubhouse.
8.	You are expected to clear and food mess and leftovers. Any decorations you have put up will need to be removed or the deposit may be retained. No sello-tape or drawing pins are to be used, only Blu-tack
9.	It will be your responsibility to tidy tables throughout the evening with the exception of clearing drinking glasses from the bar.
10.	Please remember to be well mannered and quiet as you leave the Clubhouse
11.	The Bar Manager and staff have the right to refuse to serve and ask individuals to leave if the 'Conditions of hire' are not adhered to.
12.	If your booking is provisional and a firm booking is received for the same date with a deposit taken, the latter booking will be accepted. All deposits confirm bookings.
13.	Deposits are non-refundable if cancellation of the hire is within two months of the booking date
14.	It will be your responsibility to contact the Club if there any changes or special requirements to your booking (including an extension of hours that will attract a further fee).

### I agree to the Terms above:

Signed:

Name:

Date

### Booking agreed by Bar Manager

Signed:

Date:

VAT registration Number: 204 7363 83

All cheques made payable to 'MEDWAY RUGBY FOOTBALL CLUB'