



**Alcester Rugby Football Club Ltd.
Birmingham Road, Kings Coughton,
Alcester, Warwickshire, B49 5QF
Tel: 01789 764061**

Club House / Facilities Booking Application Form

Please complete this form and return it, together with your deposit, to **Mike Edwards** (club secretary), at the above address.

Date required:
Time required from:Time required To:No. of Periods..... (see attached time periods)
Nature of Function:
Approximate number attending:(limited to 160 for clubhouse)
Name and Address of Hirer

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.....

Contact Telephone Number:(Very Important)

Club Member / Sponsor / Non-Member. (Circle one)

Deposit of £...25.....sent . Date...../...../.....

(Please do not send full fee until booking confirmed by The Club Secretary. Booking is not complete until confirmation from The Secretary is received.)

Note:- 18th/21st Birthday Parties, School Discos and similar events may be stewarded by A.R.F.C. at an additional cost. Please see attached hiring charges. If this is the case the confirmation will confirm the price and the reasons.

Note:- Bookings are not normally accepted for Saturday evenings during the playing season (mid - August to mid – May).

Please retain a copy of this form along with conditions of hire and price list for your reference.

**AFFILIATED TO RFU, WARWICKSHIRE
RFU & SOUTH WARWICKSHIRE RFU
ALCESTER RUGBY FOOTBALL CLUB
Ltd.,
Registered Office and Playing
Address:- Birmingham Road, Kings
Coughton, Alcester, Warwickshire,
B49 5QF
t: 01789 764061 e:
rugby@alcesterrfc.co.uk w:
<http://www.alcesterrfc.co.uk>
VAT Reg. No. 589 3739 71
Registered under the Industrial &
Provident Societies Act 1965.No.
30845R**



CONDITIONS OF HIRE

- Bookings must be made at least 14 days prior to the planned event.
- Bookings should only be treated as agreed when confirmation is given by the Club Secretary.
- The club will not be liable for any costs incurred, or any deposits lost, to third parties should the booking not be accepted, or cancelled due to the hirer failing to keep to agreed terms.
- Hirers should bring their booking confirmation with them on the day of hire to avoid any misunderstandings as to hire period etc.
- A deposit of £25.00 is required at the time of booking. The balance to be paid 14 days prior to the event, and after confirmation from the club Secretary. Cheques should be made payable to Alcester Rugby Football Club and sent with the booking form, to the club secretary at the above address.
- No person (hirer or guest) is permitted to bring alcohol on to the club premises except where agreed in advance with the Secretary at the booking stage. Also no hirer may sell alcohol to any guest, nor provide alcohol to any guest under the legal age for consumption.
- Any loss or damage to any fixtures, fittings, furniture or effects, however caused will be charged for in full.
- Numbers attending the event are restricted to comply with fire regulations, and will vary dependant upon the areas booked and the type of event proposed. You will be advised by the Club Secretary if any limitations apply.
- Kitchen / Shower / Changing / Toilet areas must be left in a clean state. (Normal usage accepted)
- All items belonging to the Hirer must be removed immediately after the function, unless prior agreement has been made with the Club. Items not removed within 28 days may be sold or disposed of. Alcester R.F.C. accepts no liability for any loss or damage to the Hirers property or possessions or those of third parties hired by, or on behalf of, the hirer.
- Emergency exits and all entrances must remain free from obstruction at all times.
- Persons arriving at and departing from the premises are required to do so quietly and in an orderly and considerate manner without causing damage or nuisance to neighbouring residential property.
- Vehicles parked on the premises are parked at the owners' risk.
- The Club can not be hired for monetary gain.
- Alcester Rugby Football Club reserves the right to refuse or cancel bookings without reason if it considers the event to be prejudicial to its relationship with the local community, or cannot be supported due to circumstances beyond the control of the Club.
- Alcester Rugby Football Club reserves the right to refuse access to the premises to any person it deems unsuitable.



Hire Periods

The club is available in single or multiple periods at the following times:-

Morning	09.00 - 12.30
Afternoon	13.00 - 17.00
Evening	18.00 - 23.59 (Bar closes 23.00/ Music ceases 23.30/Building Clear23.59)

Other periods are available by negotiation.(Please contact the Club)

Bar extensions may be available but must be arranged at the booking stage and are subject to local authority approval. If a bar extension is granted the hire charge for the evening period will increase by £15 per hour to a maximum of 2 hours beyond our normal closing time. There may be a fee for the license from the local authority which will be charged to the hirer.

Hire Charges

Club House	Morning (No Bar) £20	Afternoon	£40	Evening	£70
(Includes Club Room, Dining Room and use of the Bar)					

Kitchen	Morning	£10	Afternoon	£10	Evening	£15
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Outside areas	Morning	£10	Afternoon	£15	Evening	£15
(Includes all outside space)						

Showers / Changing Room. £ 25 Fixed Fee

Caravan rallies etc. Please phone for current costs

Fully Paid members of Alcester RFC are offered a 50% reduction on all hire fees.

The above rates assume a private hire for a meeting, family party, society or other such event.

Some events at the discretion of the Executive committee of the club may attract further charges, some of which may be as follows.

- 1) A security deposit against damage caused to the club fixtures, fittings or fabric. (This would be in advance and returned on the completion of the function subject to no damage having been caused)
- 2) Stewarding of the event by Alcester RFC
- 3) Extra hire costs to reflect the nature of the event.

Alcester RFC can also provide, or arrange if required, A Disco, plates, cutlery, catering etc. Please ask for details when booking. (These will incur extra costs)