



**Birmingham Road**

**Alcester**

**Warwickshire**

**B45 5QF**

**T. 01789 764061**

**F. 01789 764062**

**E. rugby@alcesterrfc.co.uk**

## **USE OF ARFC FACILITIES FOR ALCESTER GRAMMAR SCHOOL EVENTS**

Outlined below are the rules that have been agreed by the Executive Committee of Alcester Rugby Football Club in respect of the use of club facilities for Alcester grammar School functions.

The rules represent an agreement between the organising body (Sixth Form Council) and the Committee and as such, will be applied at all times. Any breach of the rules will incur penalties as explained.

1. The agreement to hold an Alcester Grammar School function will always be between the Executive Committee of the club and the Sixth Form Council.
2. Only a representative of the Sixth Form Council will be allowed to sign and agree the facilities booking.
3. A booking form must be submitted at least six weeks prior to the planned event.
4. The cost for the hire of the club facilities will be £150. This is non-negotiable and a deposit of £50 must be provided when the booking form is submitted i.e. at least six weeks prior to the event.
5. A representative of the Sixth Form Organising Committee must attend a meeting with a representative of the Executive Committee four weeks prior to the event. The meeting will be confirmed in good time following receipt of the booking form and £50 deposit.
6. At the meeting with the Executive Committee representative, the Organiser will be briefed about behavioural and administrative expectations. In addition, the Organiser will be required to pay a further £100 deposit to cover any costs that may be incurred as a result of cancellation, damage or disturbance associated with the planned event. It should be noted that this amount is refundable provided that there is no cancellation, damage or disturbance.
7. During the meeting. The Organiser will be provided with 170 tickets that will be sequentially numbered. These tickets are the only ones that can be sold to attendees at the event and when selling them, a name must be entered against the corresponding ticket number on the form provided.
8. The Organiser will provide a representative on the main door until 2130 hours to ensure that all people attended are validated. It should be noted that there will be no further admissions after 2130 hours.



**Birmingham Road**

**Alcester**

**Warwickshire**

**B45 5QF**

**T. 01789 764061**

**F. 01789 764062**

**E. rugby@alcesterrfc.co.uk**

9. The £100 outstanding club hire fee must be paid at the start of the event. If this does not happen then the event will be cancelled forthwith and all deposits will be forfeited.
10. In the event that the event is cancelled, the deposit will be forfeited.
11. Proof of age identification must be provided by everybody attending the event.
12. No bottles, cans or glasses will be served in the club.
13. No bottles, cans, glasses or alcohol of any kind will be brought to the club. In the event that they are they will be confiscated and destroyed.
14. Any attendee who arrives at the club and is considered to be under the influence of alcohol will be refused entry.
15. Early closure of the bar as a result of a disturbance will incur a forfeit of the £100 damage deposit.
16. Damage to any part of the club facilities will incur a forfeit of the damage deposit. It should be further noted that, in the event that the £100 does not cover the repair, the Sixth Form Council will be pursued for payment of full costs.
17. Anybody attending the event that has been banned in the past will be refused entrance and in the event that they do try to enter the premises, this will incur a forfeit of the £100 damage deposit.
18. All attendees must leave the club site by 2359 hours. In the event that they have not, this will incur a forfeit of the £100 damage deposit.

**The Executive Committee**