



Dudley Kingswinford Rugby Football Club

Established 1928



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)	Caterer: Nicola Evans: 07780 449371
Microphone Required?	YES / NO (Delete as applicable)	
Entertainment Type? e.g. Disco, Band, Children's entertainer, etc.		
Deposit/Payment type		Balance/Payment type
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.dkrfc.co.uk
- A non-refundable deposit of 50% of the agreed hire fee must be returned with this form
- The full amount of the agreed hire fee must be paid prior to the function date
- Notice of cancellation must be received not less than 14 days prior to the function date, if not the total agreed hire fee must be paid

Hirer
Name (CAPITALS)

Club
Name (CAPITALS)

Date:

Date:

Signed:

Signed:

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

CHARGES:

***Prices stated are a guide and may alter depending on timings for each event**

Hire Charge:	Club Members:	Fri/Sat - £75	Weekdays - £50
	Non-Members	Fri/Sat - £150	Weekdays - £75
Bond	£75	Refundable if no minor damages or additional cleaning incurred) Payment in Cash Only for Bond	

***NO Credit Card Payments allowed**

Maximum guests: 200

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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