



# Mellish Rugby Football Club Limited

War Memorial Ground, Mapperley Plains, Nottingham, NG3 5RX

Tel: 0115 926 6653 Web [www.mellishrfc.co.uk](http://www.mellishrfc.co.uk)

## Application for hiring of club premises

Subject to availability and confirmation by Mellish RFC LTD

Vat No 520 7681 55

### Hire Agreement

Please fill in the shaded boxes

|                          |  |
|--------------------------|--|
| Date Required            |  |
| Function or Meeting Type |  |
| Numbers attending        |  |
| Date enquiry submitted   |  |

| Facilities Required    | From | To |
|------------------------|------|----|
| Function Room          |      |    |
| Lounge (if available)  |      |    |
| Kitchen (if available) |      |    |
| Buffet service         |      |    |
| Tea & coffee service   |      |    |
| Disco (if available)   |      |    |

| Hire fees - for the hire of the Club                |  |
|---|--|
| Function room                                       |  |
| Lounge charge                                       |  |
| Audio equipment charge                              |  |
| Kitchen charge                                      |  |
| Buffet cost   |  |
| Tea & coffee service                                |  |
| Disco charge (if available)                         |  |
| Extra Security (for events with under 21 Year olds) |  |
| <b>Total payable 14 days before the hire</b>        |  |

| Booking fees - for Deposit and Damage surcharge    |  |
|--|--|
| Deposit and damage surcharge £100.00               |  |
| Additional Damage surcharge (terms & conditions 2) |  |
| <b>Total payable on booking</b>                    |  |

| Your Details |  |
|--------------|--|
| Name         |  |
| Address      |  |
|              |  |
| Post Code    |  |
| Telephone    |  |
| Mobile       |  |
| Email        |  |

|   |  |
|---|--|
| <b>Additional or special requirements</b> |  |
|---|--|

## Terms and Conditions

1. Hiring the club is at the discretion of Mellish RFC Limited Management Committee. (Known as the Club).
2. Booking fees for deposit and damage surcharge are required in case of any damage or breakages or loss however caused. At the Clubs discretion an additional damage surcharge may be required. The booking fees are returnable after a daylight inspection with no damage, breakages or losses discovered. In the event of any such damage, breakages or loss greater than the booking fees the hirer will pay the Club the cost of any repair or replacement as decided by the Club. Glasses or bottles being taken outside the Club house will be considered as damage and may result in all or part of the booking fee being retained by the club.
3. The Club will not consider the hire until this form has been completed, signed and returned with the required booking fees. The booking fees are not returnable if the hire is cancelled less than 60 days prior to the event. **The balance of the all hire fees must be paid not later than 14 days prior to the hire date.** (Cheques to Mellish RFC Limited).
4. The hire will be agreed when the date has been confirmed, booking fees have been paid and booking form signed by the Club and returned to the hirer.
5. The booking fees include temporary membership of the Club, for the purpose of the hire and at no other time.
6. Hirers or their guests may not provide intoxicating liquor for consumption on the premises without prior arrangement.
7. It may be required to provide additional security staff, for events with guests under the age of 21. This is fully chargeable to the hirer and must be paid when the hire fees are paid.
8. The Club steward is empowered to refuse to serve any person if, in his opinion, that persons behaviour endangers the Clubs good name or is under the legal drinking age. Proof of age ID must be produced on request otherwise service will be refused.
9. Bar closing and drinking up time will be in strict accordance with clubs licence and the agreed hire period.
10. Disco's/bands must cease playing 15 minutes before the end of the agreed hiring time.
11. All guests must vacate the premise at the end of the agreed hiring time.
12. The club accepts no responsibly for vehicles on the club premises at any time. If vehicles are left over night they must be parked by the hedge.
13. At the end of hire the hirer must clear and remove all equipment, decorations, food residue and other debris to the satisfaction of the Club.
14. The hirer agrees to indemnify and keep indemnified the Club against any costs, claims, actions, or damages in relation to death or personal injury to persons or loss of property from persons using the premises during the period of hire where such death, personal injury or loss is due to the negligent act, omission or default of the hirer, their servants, agents, or persons under the hirer's control. The hirer is responsible for carrying out their own risk assessment prior to the start of the event.
15. The Club reserve the right to cancel the hire at any time for the following reasons, (this list is not exhaustive) breach of the hire terms and condition, health and safety risks, security risks, commercial issues or any other areas of concerns for the club. If the club cancels prior to the hire all fees will be returned.

### Hiring Charges

| Area                   | Charges for functions      | Charges for Meetings       |
|------------------------|----------------------------|----------------------------|
| Function Room          | £25.00 per hour (min £100) | £25.00 per hour (min £50)  |
| Lounge (If available)  | £10.00 per hour (min £40)  | £10.00 per hour (min £20)  |
| Buffet cost            | £200 minimum               | £50 minimum                |
| Audio equipment cost   |                            | Price on application       |
| Tea & Coffee service   | 75p per person per service | 75p per person per service |
| Kitchen (If available) | £10.00 per hour            | £10.00 per hour            |
| Disco (if available)   | £100.00                    | £100.00                    |
| Deposit                | £100.00                    | £100.00                    |
| Damages surcharge      | At the clubs discretion    | At the clubs discretion    |

|  |   |  |      |  |  |                       |  |      |  |
|--|---|--|------|--|--|-----------------------|--|------|--|
| Hirers Signature<br><br>I am over 18 years of age and have read and agree to observe the terms and conditions.   | Club Official Signature<br><br>This confirms the hire agreement |  |      |  |  |                       |  |      |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Name of hirer</td> <td style="width: 80%;"></td> </tr> <tr> <td style="padding: 5px;">Date</td> <td></td> </tr> </table> | Name of hirer   |  | Date |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Name of club official</td> <td style="width: 80%;"></td> </tr> <tr> <td style="padding: 5px;">Date</td> <td></td> </tr> </table> | Name of club official |  | Date |  |
| Name of hirer  |   |  |      |  |  |                       |  |      |  |
| Date   |   |  |      |  |  |                       |  |      |  |
| Name of club official  |   |  |      |  |  |                       |  |      |  |
| Date   |   |  |      |  |  |                       |  |      |  |