

CHIPSTEAD RUGBY FOOTBALL CLUB

POLICY FOR THE USE OF THE CLUBHOUSE FOR PRIVATE FUNCTIONS

1. The hirer must be a Club Member and have paid any subscriptions due in advance of the 'Hire Date'.
2. All bookings must be made with the Bar Manager and will become 'valid' once the deposit (see Point 7 below) has been paid.
3. All bookings will then be posted as a 'Private Function' to avoid any duplication.
4. There is a 'one off' charge for the hiring of the Club which will include the use of the bar (with the Bar Manager and any assistants in attendance), kitchen/catering facilities and cleaning of the Club House thereafter. PLEASE NOTE: CLEANING OF THE KITCHEN/CATERING FACILITIES OR EQUIPMENT IS NOT INCLUDED AND IS THE RESPONSIBILITY OF THE HIRER.
5. The fee is **£150.00** (one hundred and fifty pounds).
6. The Club House may be hired at no charge **ONLY** if a Junior/Mini age group is using the Club House for a fund raising event and then the Bar must be in use.
7. The Hirer will complete the Club House Hire Form and pay a **£60** (sixty pounds) deposit (cash or cheque - deductible from the total amount) in advance – (cheques made payable to Chipstead RFC) and passed to the Bar Manager.
8. **NO** bar extensions are available without the express agreement of the Executive Board
9. An additional charge may be levied on the Member if:
 - i/ there is any Club property damaged during the event
 - ii/ there is any theft of Club property during the event
 - iii/ the kitchen area is not left clean and tidy after the event
 - iv/ we receive complaints relating to the behaviour of those attending the event from any of our neighbours or other members of the public. In addition, this also applies if the Local Constabulary are involved as a result of any unsavoury or unlawful incidents linked to the event.

**REMEMBER THAT WE ARE IN A RESIDENTIAL AREA
PLEASE LEAVE QUIETLY**

Your functions can be booked with Lisa Dawson, Bar Manager on:

Tel: 07949071576

E mail: lisd1966@yahoo.co.uk

or in person at the Club