



TEWKESBURY RUGBY FOOTBALL CLUB

EST 1881

Event booking form

BOOKING REFERENCE

Completed forms should be returned, marked FAO Bar steward, either handed into the club bar or posted to the club

Hirers details (to be completed by all applicants)

First name		Surname	
House name / no.		Postcode	
Email		Tel No	

Facilities required

Main Room		Meeting Room		Grounds			
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Event details

Date requested			Purpose of hire		
Times requested	Prep		Approx no. of persons attending	Under 18	
	Start			Adult	
	End				
Special requirements (e.g. no. of bar staff)					

Fees

Total amount payable for event			£
Deposit	Payment received	Date	Received by (on behalf of TRFC)
Balance	£		
Cleaning deposit	£60		

Conditions of hire

- Drinks can only be sold through the bar. A corkage charge will be applied for any drinks brought in without prior permission.
- All bookings are provisionally confirmed when non-returnable deposit is paid, subject to approval.
- Full payment must be received a minimum of 14 days in advance, failure to receive payment will result in cancelation of booking.
- No use of table confetti etc is permitted. Please ask if in doubt.
- Balloons/banners may be used, but please take care when fixing.
- The organisers of the function are responsible for their guests and their conduct. We reserve the right to remove intoxicated guests from our premises and the right to call short a function if guests do not act responsibly. Any damages and breakages during the event will be billed to the organiser.
- All members and visitors to the club are expected to abide by our Code of Conduct
- Cleaning is charged at £15/hour for main / community rooms or changing rooms. If clean up takes more than 1 hour, each hour will become chargeable. Remaining deposit will be refunded 24hrs after the event.
- Acceptance for General Data Protection Regulation implemented as specified in TRFC "your data in our hands"

Organisers Signature		<input type="checkbox"/>	Please tick here to confirm you have read and accept our conditions of hire
TRFC representative taking booking		Date	