

Basingstoke Rugby Club – Hall Hire Booking Form

Pack Lane, Basingstoke, Hampshire, RG22 5HH

Contact number – 01256 323308

Email – administration@basingstokerfc.com



Please complete all sections, writing N/A where not applicable. Thank you

Today's Date: _____

Name: _____

Address: _____

Contact Number: _____

Email Address: _____

Are you a current member of BRFC? (To be confirmed by membership secretary) Yes/No

Date of Booking: _____

Time of Booking: From: _____ to: _____

****Access to main hall cannot be given until 6:30pm on Saturday match days. The clubhouse closing time is 12:00pm (Midnight) on Friday & Saturday.***

Room Required: Main Hall Champions Bar Committee Room

Purpose of Booking: _____

****For 18th Birthday parties there is an additional charge for door security and £100 refundable damage deposit.***

Do you require any equipment from BRFC? _____

i.e. - Tables, Chairs, projector and screen etc.

Anticipated number of guests: _____ Adults _____ Teens (13-17) _____ Children _____

****Guest list required***

BRFC Catering required : Yes/No Menus provided Yes/No

Any dietary requirements: Yes/No

If yes, please specify: _____

Own Self-catering Yes/No Food Wavier form complete Yes/No

****There is separate charge of £50 for self-catering***

Bar Required: * * Yes/No

*****a separate charge of £50 per each bar staff is charged, see hall hire information form for full breakdown.***

A non-refundable deposit of £50.00 will need to be paid to secure your booking via Cash/Cheque/BACS*.

Date deposit paid: _____

Deposit Paid via: _____

Cheques made payable to: BRFC

BACS payments to Sort Code: 16-12-35 Account No : 10183007

**Remaining balance is to be paid 2 weeks prior to the event.*

Terms and conditions

1. £50.00 non-refundable deposit is required to secure your booking of the club and this will be deducted from the total cost subject to the following;
 - At the end of your booking all rubbish to be cleared from the premises and bins emptied.
 - If you have self-catered, any used BRFC cooking items or crockery must be cleaned and put away.
 - No damage is caused to club property or premises.
2. Full event payment is required two weeks before your event.
3. If your booking significantly exceeds the expected numbers and additional bar staff are required, the continuation of your event will be dependent on BRFC securing these staff.
4. If the club office is notified of cancellation before two weeks prior to the event subject to no cost having been incurred your deposit may be refunded. For cancellations, less than two weeks of the event, the deposit is non-refundable.
5. For 18th Birthday parties there is an additional charge for door security and £100 refundable damage deposit (Please enquire for Security prices).
6. BRFC operates a Zero tolerance drugs policy anywhere on site – if any concerns are raised that this is happening, the police will be informed, and the party shut down with no refunds given. This policy also relates to any party bringing their own alcohol without first gaining permission from BRFC.
7. BRFC operates a Challenge 25 Alcohol policy – all bar staff are authorised to challenge anyone ordering and consuming alcohol on site that appears underage and if underage drinking is found the police will be informed and the party shut down with no refunds given.
8. Hirer's bringing their own food are also expected to bring their own disposable plates, cutlery etc.
9. Tables and chairs are to be set up by the hirer. Any rooms hired are to be returned to their original state on completion of hire. Failure to return rooms will result in a cost be subtracted from the hirers deposit.
10. A period of 30 minutes after the event is closed is set for cleaning up. Any overrunning of this time will attract a deduction from the hirers deposit relevant to the time paid for bar staff to oversee.

I have read and accepted the above terms and conditions (Please tick Box)

Sign: _____

Date: _____

Basingstoke RFC

Sign: _____

Date: _____