

GALA RUGBY FOOTBALL CLUB

BOOKING CONDITIONS

These booking conditions form part of the contract with Gala RFC and should be read before the booking form is completed and returned.

Please note the additional booking conditions for any catering functions.

All Bookings

1. Provisional bookings may be accepted and held for a period of fourteen days if agreed upon return of the booking form.
2. Gala RFC reserves the right to request at our discretion a twenty percent (20%) deposit along with the signed booking form in order to secure the booking. The deposit, which may be requested, will be non-returnable in the event of cancellation.
3. Final numbers must be provided at least two days prior to the event. Any significant variation in numbers given on the booking form should be notified to Gala RFC immediately. Gala RFC reserves the right to request the final balance on room hire should a booking be cancelled less than one week before the start date of the event.
4. A responsible person must be designated to be present throughout the duration of each event and to be accountable for the behaviour of persons present. This person will be expected to draw to the attention of members present the fire drill and first aid procedures of Gala RFC.
5. If any member of a visiting group maliciously interferes with any alarm system a penalty of £400.00 will be imposed on the hirer.
6. Any damage to Gala RFC property during occupancy of the premises will be made good by Gala RFC and the cost will be charged to the hirer.
7. Gala RFC does not accept responsibility for the loss of property belonging to nor accidents sustained by, members or organisations using Gala RFC facilities
8. The hirer is responsible for any injury loss or damage to any person including participants or to any property, including Gala RFC's, which arises out of the hire or activities connected with it. Hirers are advised to arrange appropriate liability insurance cover to protect themselves against claims arising out of such events. Gala RFC reserves the right at its discretion to insist on such insurance cover being arranged as a condition of the hire and in such case the hirer shall produce satisfactory evidence of such cover on demand.
9. Smoking is permitted only in smoking areas which are clearly designated.
10. The consumption of alcoholic drinks in public areas is strictly forbidden unless prior approval has been obtained. The person in charge will be responsible for the behaviour and actions of his/ her group when alcohol is being consumed.
11. Bookings are subject to alteration or cancellation should the premises be required by Gala RFC for match purposes. Fourteen days written notice will, where possible, be given of such cancellations and any deposit will be refunded.
12. Permission to use additional furniture, fittings and/or equipment from outwith Gala RFC must be obtained beforehand from Gala RFC officials. Any portable electrical appliances brought to the premises must have been suitably tested in accordance with the Electricity at Work Regulations, 1989.
13. Specific booking times must be stated. Unscheduled rehearsals, use of premises etc. will not be permitted unless prior arrangements have been negotiated with Gala RFC.
14. The user shall be wholly responsible for satisfying any conditions imposed by the Copyright Designs and Patents Act 1988, The Theatres Act 1968, or the Civic Government (Scotland) Act 1982 and for obtaining the necessary licences (e.g. Public Entertainment Licence), performing rights and copyright for any performances being given.
15. Premises are offered for hire as seen at the time of application and no building work outwith normal maintenance will be under taken by Gala RFC to accommodate a special activity.
16. Pre-payment of a deposit of 20% may be required for some bookings. The office will advise on this requirement at the time of booking. Otherwise an invoice will be issued immediately after the event and must be paid within 30 days of receipt.
17. Gala RFC shall not be obliged to perform any obligation under the contract if such performance is rendered impossible sustainably more difficult or delayed as a result of Acts, Orders or Regulations issued by central or local government, industrial disputes (whether official or unofficial) war, hostilities, riots, flood, fire, accident, act of God, epidemic, failure or shortage of supplies, alteration or redecoration of the premises, or from any other cause, event or due regard to its interests Gala RFC shall not be liable for any loss, damage, cost or delay arising from or as a result of such non-performance.
18. In the event of cancellation, Gala RFC will retain any deposit paid for the booking. Gala RFC reserves the right to request at our discretion the following further payments if cancellation is notified within:

Within 22 to 31 days	50% of full payment
Within 8 to 21 days	75% of full payment
Within 7 days	full payment

Bookings Using the Kitchen Facilities

19. Gala RFC reserves the right to request at our discretion an additional charge for the use of kitchen facilities.
20. Any hirer requesting use of the kitchen facilities is required to advise Gala RFC of the type of catering being provided, and the name of the person providing the catering services.
21. Any hirer requesting use of the kitchen facilities is required to ensure that the provider of any catering service is suitably qualified or experienced and that they comply with the Gala RFC Standards of Use for the kitchen facilities.
22. Any hirer requesting use of the kitchen facilities is required to ensure that the kitchen is left in a clean and tidy condition.