



Function Suite Hire

Name of Hirer	
Address	
Postcode	
Telephone	
Email	
Contact Name	
Address for Invoice	
Event Name	
Number of Guests	
Date	
Start Time	
End Time	

Facilities Required	Y/N	£
Carlsberg Centenary Lounge & Kitchen		£150
Carlsberg Centenary Bar		No Cost
Paterson Lounge		£90
Paterson Bar		No Cost
George Burrell Lounge		£50
George Burrell Bar		No Cost
Room Decoration (Drapes)		£50
Hospitality Suite & Kitchen		£90
Hospitality Bar		No Cost
Tea/Coffee/Biscuits (per head)		£2.50
Table Cloths (per table)		£7

If any kitchen facilities are required please supply caterer's name and number.

Name	
Number	
Special Requirements:	

Total Cost of Venue Hire:

£50 deposit required at the time of booking with full hire charge due two weeks before the hire date.
Any cleaning, damages or repair after the event will be separately chargeable.

£50

Acceptance of Terms & Conditions

I undertake to pay all fees in respect of the booking details as scheduled and agree to abide by the Booking conditions, a copy of which I have read.

Signature	
Date	
For & on behalf of	
Enclosed	£

FOR OFFICE USE ONLY

Received By	
On behalf of Gala Rugby	
Date	
Accepted	Reason if NO
Hire Charge	£
Deposit	£ 100
Other	£
	£
TOTAL PAID	£



Function Suite Hire

TERMS & CONDITIONS

These booking conditions form part of the contract with Gala Rugby 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 will be accepted and held for a period of seven days and agreed upon return of the completed booking form, deposit and full hire payment.

2. Gala Rugby requires a £50 deposit for all social functions held in the Carlsberg Centenary lounge along with the signed booking form in order to secure the booking. The deposit will be returnable after an inspection immediately after the event.

3. Full payment is required 14 days prior to the event date.

4. 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 Rugby immediately.

5. 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 Rugby.**

6. If any member of a visiting group maliciously interferes with any alarm system a penalty of £400.00 will be imposed on the hirer.

7. Any damage to Gala Rugby property during occupancy of the premises will be made good by Gala Rugby and the cost will be charged to the hirer.

8. Gala Rugby does not accept responsibility for the loss of property belonging to nor accidents sustained by, members or organisations using Gala Rugby facilities

9. 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 Rugby 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.

10. Smoking is permitted only in smoking areas which are clearly designated.

11. 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.

12. Bookings are subject to alteration or cancellation should the premises be required by Gala Rugby for match purposes. Fourteen days written notice will, where possible, be given of such cancellations and any payments will be refunded.

13. Permission to use additional furniture, fittings and/or equipment from outwith Gala Rugby 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.

14. Specific booking times must be stated. Unscheduled rehearsals, use of premises etc. will not be permitted unless prior arrangements have been negotiated with Gala Rugby – and these may be charged accordingly.

15. 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.

16. Premises are offered for hire as seen at the time of application and no building work outwith normal maintenance will be undertaken by Gala Rugby to accommodate a special activity.

17. Gala Rugby 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 Rugby 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 Rugby reserves the right to retain at our discretion the following percentage of payment 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

Use of the Kitchen Facilities

19. Any hirer requesting use of the kitchen facilities is required to advise Gala Rugby of the type of catering being provided, and the name and contact number of the person providing the catering services.

20. 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 Rugby Standards of Use for the kitchen facilities.

21. Any hirer requesting use of the kitchen facilities is required to ensure that the kitchen is left in a clean and tidy condition.

Complaints

22. In the event of any complaints, they should be made in writing and sent within 7 days of your event to: Club Manager, Gala Rugby, Netherdale, Nether Road, Netherdale TD1 3HE

All rates are reduced by 25% to Club Members.

Depending on requirements and setup/teardown time, part day hire may be available. If required please get in touch.