



## CLUBHOUSE ROOM HIRE AGREEMENT

### BOOKING CONDITIONS

#### Booking Information:

- Bookings are only confirmed upon the receipt of a completed form.
- A copy of the signed hire form will be returned to the hirer.

#### Hire Charges:

- £150 security deposit taken at the point of booking refunded after event.
- £50 room hire charge.
- 25% discount is applied on bookings made on presentation of PVARLFC Membership Card.
- Payment must be made at the time of booking via bank transfer or card.
- Community use hire prices to be discussed on an individual basis.

#### Venue Information:

- The maximum capacity is 150 people (a combination of standing and seating).
- Please do not attach anything to the walls (e.g. banners, balloons etc).
- The room will be cleaned after your hire, however we expect all room hirers to tidy and return the room in the condition it was as you arrived. Bin bags will be supplied.

#### Event Information:

- Last orders at the bar are called at 22:20.
- No outside drinking after 22:00.
- Lights up at 22:30, and venue to be vacated by 23:00.
- Any bookings made for 18th parties using false pretences will be cancelled with no refunds. Guests will be asked for ID and a wristband issued upon proof, to indicate to bar staff of age verification.

I agree to accept and abide fully with the terms and conditions below.

Hirer's name: \_\_\_\_\_

Hirer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Payment Details:

Portico Vine ARLFC  
Sort Code: 60 - 70 - 08  
Account Number: 24285145

## **TERMS AND CONDITIONS**

1. Portico Vine ARFLC (PVARLFC) reserves the right to cancel any hiring not less than 28 days before commencement and will provide the hirer with a full refund.
2. If the hirer cancels the booking more than 28 days before the function, a full refund will be given. Cancellations must be confirmed in writing to [pvarlfc@gmail.com](mailto:pvarlfc@gmail.com).
3. If the hirer cancels the booking less than 28 days before the function, 50% of the hire fee will be refunded, along with the security deposit.
4. If the hirer cancels the booking within 7 days of the event date, only the security deposit refunded.
5. PVARLFC training sessions, matches and events takes precedence over private bookings. In the event of a rearranged match and there being a private booking.

### **Security Deposit**

1. The security deposit will be returned between 3 and 5 days after the function if PVARLFC are satisfied with the condition of the venue.
2. If damages are incurred, the hirer will be contacted or a meeting between PVARLFC and the hirer will be instigated and the deposit held with PVARLFC.

### **Alcohol & beverages not associated with PVARLFC on the premises**

1. The hirer may not bring drinks (alcoholic or non-alcoholic) onto the premises for consumption.
2. If it is found that unauthorised drinks have been consumed on the premises, appropriate charges will be deducted from the security deposit.
3. It is the responsibility of the hirer to ensure their guests adhere to these rules.

### **Noise**

1. The hirer shall not cause or permit any excessive noise or nuisance to the occupiers of neighbouring properties.
2. Any entertainment must not exceed 90 decibels at any time.
3. PVARLFC reserves the right to refuse the hirers' entertainment choice.

### **Smoking**

1. The clubhouse operates a non-smoking policy. The hirer must ensure that no one is permitted to smoke within the confines of the building.
2. The designated smoking area for an event is the outside patio space. It is kindly requested that all cigarettes butts are disposed of.

3. Smoking is not permitted to the front of the entrances.

### **Damages or loss**

1. PVARLFC will not be held responsible for any damages or loss to individuals on the night of the function.

2. The Hirer shall take care of and shall not cause or permit to be caused any damage to the hired premises or any part of the hired premises or to fittings, equipment or other property therein.

3: Any damages to the fabric of the building, breakages or loss of any equipment arising from the function, PVARLFC will discuss with the hirer and recoup the costs through the security deposit or other means, if the damages exceed the security deposit.

### **Identification**

1. PVARLFC abides by the UK licensing laws and alcohol can only be sold to persons 18 years or older.

2. The hirer shall not encourage or permit underage drinking and shall co-operate with the club to ensure that those underage are not sold, or receive, intoxicating drinks.

### **General**

1. No alterations to the club, its fixtures, fittings or services in the nature of posters, advertisements or other such shall be affected without the consent of PVARLFC.

2. The emergency exit doors must be kept clear at all times and must not be blocked by any furniture or items associated with the event.

3. PVARLFC has 24 hour CCTV in operation in the clubhouse, patio and car parking area.

4. An authorised representative of PVARLFC must be present in the club at all times and the hirer shall comply with any directions given in relation to the use of the club.

5: The Hirer shall not use the hired premises for any other purpose other than that stated in the schedule.

6: No part of the hired premises are to be used for any unlawful purpose or in any unlawful way.

7: No animals are to be brought into the venue without written consent of the Management.

8. In accordance with Equality Act 2010, guide dogs, hearing dogs and assistance dogs are welcome. Dogs are the responsibility of owners and should be on a lead at all times.

9: PVARLFC does not permit the use of the following inside the clubhouse due to Health & Safety issues.

- Bouncy castles
- Inflatables
- Generators
- Bubble machines (unless mats are provided on the floor area)
- Smoke machines

If the hirer fails to observe and perform any of these conditions, PVARLFC may charge to and recover from the Hirer any expense incurred by any damage / costs occurred by the hirer in remedying such failures.

10: The Management retains the authority to end the function early if any incidents occur that puts their volunteer's health and safety at risk.

11: Any electrical items brought into the clubhouse must be PAT tested, please report any faults immediately.

Portico Vine ARLFC, Scholes Lane, St Helens, WA10 3PA

[www.porticoarafc.com](http://www.porticoarafc.com)