CLITHEROE RUGBY CLUB

VENUE HIRE – CONDITIONS OF HIRE

Venue: Clitheroe Rugby Club, Silcock Park, Littlemoor Road, Clitheroe, Lancashire, BB7 1EW

These Conditions of Hire apply to bookings of the Clubhouse function room and any additional services provided by Clitheroe Rugby Club ("the Club").

By making a booking, the person or organisation making the booking ("the Hirer") confirms that they have read, understood and agreed to these Conditions of Hire.

1. BOOKING AND PAYMENT

1.1 The person making the booking must be aged 18 or over and will be responsible for the booking and ensuring that these Conditions of Hire are followed.

1.2 A booking will be considered confirmed once the Club has accepted the booking and issued confirmation to the Hirer.

1.3 Following confirmation of the booking, the Club will issue an invoice for the agreed room hire and any additional services requested.

1.4 Payment must be made by the date stated on the invoice.

1.5 The Club reserves the right to cancel a booking where payment has not been received by the required payment date.

1.6 The Hirer must provide accurate information about the nature of the event, expected number of guests, timings and any additional services required.

1.7 The function room may only be used for the purpose stated at the time of booking.

1.8 The Club reserves the right to refuse a booking where the proposed use is considered unsuitable, unlawful, unsafe or inappropriate for the venue.

1.9 The Hirer may not transfer, assign or sub-let the booking to another person or organisation without the prior agreement of the Club.

2. HIRE PERIOD AND CHANGES TO BOOKINGS

2.1 The Hirer may only access and use the Clubhouse and function room during the times stated on the booking confirmation.

2.2 The Hirer is responsible for ensuring that their event finishes and all guests have vacated the premises by the agreed finishing time.

2.3 External suppliers, entertainers and contractors must also operate within the agreed booking period unless otherwise agreed with the Club.

2.4 Additional charges may apply where the Hirer, their guests or suppliers remain at the venue beyond the agreed hire period.

2.5 Requests to extend the hire period must be agreed with the Club in advance and are subject to availability.

2.6 Requests to change the date, time, expected number of guests or additional services should be made as soon as reasonably possible.

2.7 Changes are subject to availability and approval by the Club and may result in an adjustment to the hire fee.

3. CANCELLATION

3.1 The Hirer may cancel their booking by contacting the Club as soon as reasonably possible.

3.2 Where a booking is cancelled **7 days or more before the scheduled hire date**, any payment already made will be refunded in full.

3.3 Where a booking is cancelled **less than 7 days before the scheduled hire date**, no refund will normally be provided.

3.4 Where the Hirer does not attend their booking ("no-show"), no refund will be provided.

3.5 The Club may, at its discretion, consider a refund or transfer of the booking to an alternative date where exceptional circumstances apply.

3.6 Where the Club is required to cancel a booking due to circumstances outside its reasonable control, the Club will endeavour to offer an alternative date.

3.7 Where an alternative date cannot be agreed following a Club cancellation, any payment already made for the cancelled booking will be refunded.

3.8 The Club will not be responsible for any additional costs, expenses or losses incurred by the Hirer as a result of a Club cancellation.

4. USE OF THE CLUBHOUSE AND FUNCTION ROOM

4.1 The Hirer is responsible for the conduct and behaviour of everyone attending their event.

4.2 The Clubhouse, function room, furniture, fixtures, fittings and equipment must be treated with care and respect at all times.

4.3 No activity may take place that is unlawful, dangerous or likely to cause damage to the premises or Club property.

4.4 Fire exits, emergency routes, doors, stairways and access points must remain clear at all times.

4.5 Furniture and equipment must not be moved outside the function room or agreed areas without permission from the Club.

4.6 Nothing may be fixed, nailed, screwed, stapled, glued or otherwise attached to walls, ceilings, doors, floors or furniture without prior permission from the Club.

4.7 Smoke machines, fog machines, fireworks, naked flames, candles or other potentially hazardous equipment may only be used with prior approval from the Club.

4.8 Confetti, glitter, artificial snow or similar materials may only be used with prior approval from the Club.

5. HEALTH AND SAFETY

5.1 The Hirer must comply with all reasonable health and safety instructions provided by the Club.

5.2 The Hirer should familiarise themselves with the location of fire exits, emergency routes and safety equipment before their event begins.

5.3 Fire exits and emergency routes must remain unobstructed throughout the booking.

5.4 The Hirer must not interfere with fire alarms, fire extinguishers, emergency lighting or other safety equipment.

5.5 The maximum capacity of the function room must not be exceeded.

5.6 Any accident, injury, damage or significant incident occurring during the booking must be reported to a Club representative as soon as reasonably possible.

5.7 The Club reserves the right to stop an event immediately where it considers there to be a serious risk to the safety of guests, staff, volunteers or the premises.

6. BAR AND ALCOHOL

6.1 Alcohol may only be sold, supplied or consumed at the venue in accordance with the Club's licensing arrangements and any conditions imposed by the relevant authorities.

6.2 Where bar service has been booked, the Club will provide the bar service agreed at the time of booking.

6.3 The Hirer must not bring alcohol onto the premises without prior agreement from the Club.

6.4 The Club reserves the right to refuse service to any person who is intoxicated or behaving in an inappropriate, threatening or disruptive manner.

6.5 The Hirer is responsible for the behaviour of their guests and must ensure that alcohol is not supplied unlawfully.

6.6 The Club reserves the right to close the bar or terminate the event where alcohol is being misused or where there is a risk to the safety or wellbeing of guests, staff or volunteers.

7. CATERING AND KITCHEN HIRE

7.1 Catering provided by the Club must be booked in advance.

7.2 Where the Club provides catering, the Club will provide the agreed catering package or menu specified at the time of booking.

7.3 The Hirer must provide accurate guest numbers and any relevant dietary requirements within the timescale requested by the Club.

7.4 The Club will endeavour to accommodate reasonable dietary requirements where notified in advance.

7.5 Where the Hirer wishes to provide their own catering, this must be agreed with the Club in advance.

7.6 Any external caterer must be approved by the Club before attending the venue.

7.7 The Hirer and any external caterer must comply with applicable food safety and hygiene requirements.

7.8 Where kitchen hire has been booked, the Hirer is responsible for the safe and appropriate use of the kitchen and its equipment.

7.9 The kitchen must be left clean and tidy following use.

7.10 Club-owned kitchen equipment, crockery, utensils or other items must not be removed from the premises.

7.11 Any damage or loss of Club equipment caused during the booking may be charged to the Hirer.

8. TABLES, CHAIRS AND EQUIPMENT

8.1 Tables, chairs and other Club equipment must be used responsibly and only for their intended purpose.

8.2 Where a room setup service has been agreed, the Club will arrange tables and chairs in accordance with the agreed layout where reasonably practicable.

8.3 The Hirer must not remove Club furniture or equipment from the function room without permission.

8.4 The Hirer must not stand on chairs, tables or other furniture.

8.5 Any damage or loss of furniture or equipment caused during the booking may be charged to the Hirer.

9. AV EQUIPMENT AND ENTERTAINMENT

9.1 Where the Club's AV equipment has been hired or made available, it must be used in accordance with any instructions provided by the Club.

9.2 The Hirer must not alter, disconnect or attempt to repair Club AV equipment without permission.

9.3 The Hirer is responsible for any damage to AV equipment caused by misuse or negligence during their booking.

9.4 External entertainment, including DJs, bands or performers, must be agreed with the Club in advance.

9.5 All entertainment must operate within the agreed booking times and comply with the Club's requirements regarding noise and safety.

9.6 External equipment brought onto the premises must be safe, suitable and appropriately maintained.

10. CLEANING AND WASTE

10.1 Unless a cleaning service has been included in the booking, the Hirer is expected to leave the function room and any other areas used in a clean and tidy condition.

10.2 All rubbish and waste must be placed in the appropriate bins or designated areas.

10.3 Food, decorations and personal items must be removed from the venue at the end of the booking unless otherwise agreed.

10.4 Where a cleaning service has been booked, the Hirer remains responsible for leaving the venue reasonably tidy and disposing of waste appropriately.

10.5 The Club reserves the right to charge the Hirer for additional cleaning or removal of excessive waste resulting from unreasonable use of the premises.

11. DAMAGE AND LOSS

11.1 The Hirer is responsible for any damage caused to the Clubhouse, function room, fixtures, fittings, furniture, equipment or other Club property by the Hirer or their guests.

11.2 The Hirer may be charged the reasonable cost of repairing or replacing damaged or lost items.

11.3 The Club will notify the Hirer of any significant damage identified following the booking and provide details of associated costs where applicable.

11.4 The Club accepts no responsibility for loss or damage to personal belongings, equipment or other property brought onto the premises by the Hirer or their guests.

11.5 The Hirer is responsible for removing all personal belongings and equipment at the end of the booking.

12. INSURANCE AND LIABILITY

12.1 The Hirer is responsible for ensuring that they have appropriate insurance cover for their event or activity where required.

12.2 The Club recommends that organisers of larger events, commercial activities or events involving external suppliers obtain appropriate public liability insurance.

12.3 External suppliers may be required to provide evidence of appropriate insurance before being permitted to operate at the venue.

12.4 The Club will take reasonable steps to maintain the premises in a safe condition but cannot accept responsibility for loss, damage or injury arising from the negligence or actions of the Hirer or their guests.

12.5 Nothing in these Conditions of Hire excludes or limits liability where the Club is legally prohibited from doing so.

13. ACCESSIBILITY

13.1 The Club aims to provide an accessible and welcoming venue for all guests.

13.2 The Hirer should notify the Club of any specific accessibility requirements when making the booking so that reasonable arrangements can be considered.

13.3 The Hirer must ensure that access routes and facilities are not obstructed during their event.

13.4 Emergency exits and evacuation routes must remain accessible at all times.

14. NOISE AND ENTERTAINMENT

14.1 The Hirer must ensure that noise levels are kept at a reasonable level and do not cause unnecessary disturbance to neighbours, other Club users or surrounding properties.

14.2 Music and entertainment must finish at the agreed time.

14.3 Doors and windows should be kept closed where necessary to minimise noise disturbance.

14.4 The Club reserves the right to request that music or entertainment levels are reduced where reasonable complaints are received.

14.5 The Club may require entertainment to stop where it believes the level of noise presents a risk of disturbance or breach of venue requirements.

15. SMOKING AND VAPING

15.1 Smoking and vaping are not permitted inside the Clubhouse or function room.

15.2 Smoking and vaping must only take place in designated areas where provided.

15.3 Cigarette ends and other waste must be disposed of responsibly.

16. CHILDREN AND SAFEGUARDING

16.1 Where children or young people are attending an event, the Hirer remains responsible for their appropriate supervision unless alternative arrangements have been agreed in advance.

16.2 The Hirer must comply with all applicable safeguarding requirements.

16.3 The Club may impose additional safeguarding requirements for events involving children or young people.

16.4 The Hirer must ensure that any external providers working with children or young people have appropriate safeguarding arrangements in place.

17. PHOTOGRAPHY AND FILMING

17.1 The Hirer is responsible for obtaining any necessary permissions or consents for photography, filming or recording undertaken during their event.

17.2 Photography and filming must not interfere with the safe operation of the venue.

17.3 Photography or filming must not compromise the privacy or safety of other Club users.

17.4 The Hirer must comply with any reasonable request from the Club regarding photography or filming within the premises.

18. BEHAVIOUR AND CONDUCT

18.1 The Hirer is responsible for the behaviour of all guests, suppliers and other persons attending their event.

18.2 The Club does not tolerate threatening, abusive, discriminatory or violent behaviour towards staff, volunteers, guests or other Club users.

18.3 The Hirer must ensure that their guests behave respectfully towards the Club, its facilities and the surrounding community.

18.4 The Hirer must comply with any reasonable instructions given by Club staff or authorised representatives.

18.5 The Club reserves the right to terminate an event immediately where serious or unacceptable behaviour occurs.

19. CLUB RIGHTS AND TERMINATION OF HIRE

19.1 Club staff and authorised representatives may access the function room where reasonably necessary for safety, security, maintenance or management purposes.

19.2 The Club reserves the right to terminate a booking immediately where the Hirer or their guests:

- breach these Conditions of Hire;
- engage in threatening, abusive, discriminatory or violent behaviour;
- cause serious or deliberate damage to the premises;
- create a serious health or safety risk;
- engage in unlawful activity;
- breach licensing requirements; or
- otherwise use the premises in a way that is considered inappropriate or unsafe.

19.3 Where a booking is terminated due to a serious or deliberate breach of these Conditions, the Hirer may be required to leave the premises immediately and may not be entitled to a refund.

19.4 The Club reserves the right to refuse future bookings where there has been a serious breach of these Conditions.

20. PERSONAL PROPERTY AND EXTERNAL SUPPLIERS

20.1 The Hirer and their guests are responsible for their own personal belongings and equipment.

20.2 The Club accepts no responsibility for lost, stolen or damaged personal property.

20.3 Any property left at the venue should be reported to the Club as soon as possible.

20.4 The Hirer is responsible for removing all personal belongings and equipment at the end of the booking.

20.5 External suppliers, including caterers, entertainers, DJs, photographers, decorators and other contractors, may only operate at the venue where agreed with the Club.

20.6 The Hirer is responsible for ensuring that external suppliers comply with these Conditions of Hire and any reasonable requirements of the Club.

20.7 The Club may require external suppliers to provide appropriate insurance or other relevant documentation before attending the venue.

21. COMPLAINTS, CLUB POLICIES AND ACCEPTANCE

21.1 Any concerns regarding the venue or services provided should be raised with the Club as soon as reasonably possible.

21.2 Where possible, issues should be reported during the event so that the Club has an opportunity to resolve them.

21.3 Any formal complaint should be submitted to the Club in writing following the event.

21.4 The Hirer and their guests must comply with relevant Club policies and reasonable instructions in place at the time of the booking.

21.5 These may include policies relating to safeguarding, health and safety, alcohol, conduct, equality and the responsible use of Club facilities.

21.6 Completion of a booking constitutes acceptance of these Conditions of Hire.

21.7 The Hirer is responsible for ensuring that all guests, suppliers and other persons attending their event comply with these Conditions.

21.8 The Hirer acknowledges that they are responsible for the proper use of the venue throughout the agreed hire period.

21.9 The Club reserves the right to amend these Conditions of Hire from time to time. The Conditions applicable to a booking will normally be those in place when the booking is confirmed.

BOOKING SUMMARY

Before completing a booking, the Hirer should ensure that they have provided the Club with:

- Event type and purpose
- Date and requested hire times
- Expected number of guests
- Contact details for the Hirer
- Catering requirements
- Bar requirements

- AV requirements, where applicable
- Kitchen requirements, where applicable
- Any accessibility requirements
- Details of external suppliers or entertainment, where applicable
- Any other information reasonably requested by the Club

Once the Club has accepted the booking, the booking will be confirmed and an invoice will be issued for payment.

CANCELLATION POLICY

7 days or more before the event:
Any payment already made will be refunded in full.

Less than 7 days before the event:
No refund will normally be provided.

No-show:
No refund will be provided.

The Club may, at its discretion, consider exceptional circumstances or offer an alternative date.

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Conditions of Hire – Version 1.0
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