

**Kumeu Rugby Football & Sports Club Inc.**
2 Alexandra Street, Riverhead. PO Box 79, Kumeu. Auckland 1250
Ph: 09 412 8278 Email: rugby@kumeurugby.co.nz

**HALL HIRE APPLICATION FORM**

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| **CONTACT INFORMATION** |

Name of Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member ◻ Non Member ◻

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **EVENT INFORMATION** |

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day & Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Finish Time: \_\_\_\_\_\_\_\_\_ (12am latest)

Anticipated Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ (max 150 people)

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I agree to abide by all the terms and conditions as laid down by the Kumeu Rugby Football and Sports Club, Inc.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **TERMS AND CONDITIONS** |

**FEES**

Club Member $150 under 100 people. $250 over 100 people.

Non-Club Member $270 under 100 people. $370 over 100 people.

**BREACH OF CONDITIONS**

Any breach of these conditions may result in

* Closure of the function
* Refusal to accept future bookings
* Extra charges being incurred

**HIRE CONTRACT**

The hirer’s contract must be signed by a person 18 years of age or over and returned to the booking representative at least 30 working days prior to the booking date. This is so we can apply for a special licence.

Any booking is provisional until the Kumeu Rugby Club has received a copy of the contract and the required deposit.

**CANCELLATION**

The Club Committee reserves the right to charge a cancellation fee of:

 \* 100 percent if cancelled within 24 hours of the function start time

 \* 50 percent if cancelled within 5 days of the function date

 \* 25 percent of the total hire charges if the hirer cancels within 5 to 10 working days of the function date.

**ACCESS**

Access to the hall will be as arranged with the booking representative. In most cases the bar manager will be responsible for unlocking and locking the premises.

**CLEANING**

All hirers are asked to leave the hall in the condition they found it.

Cleaning is included in the hireage fee but we do ask that all foods are taken away on the night.

**SECURITY**

The hirer is required to provide 2 uniformed security guards from a registered security company for all functions where there is entertainment and/or alcohol being served, or at the discretion of the Club Committee. Our preferred supplier is Arrow Security.

**NUMBERS**

A maximum of 200 people are allowed at any function/event.

**EMERGENCY PROCEDURES**

Every hirer is required to be familiar with the procedure of evacuation of this facility in case of fire, and for following instructions of the appointed fire warden. The fire warden must ensure that all means of exit are checked twice during the hire period – once on entering and once during the course of the function. In case of fire, evacuate the facilities immediately and notify the fire brigade by calling 111.

In case of fire or any other such emergency, please follow the evacuation guidelines posted on the hall wall (noticeboard).

**LIQUOR**

If the bar is required to be open, The Kumeu Rugby Club will provide appropriate staffing. Note, food must be available if the bar is open.

You are not permitted to bring your own alcohol to any function and there is no drinking in the carpark areas.

**NOISE**

Noise from amplifiers and loudspeakers must be kept to a moderate level at all times. Failure to comply with this condition may result in early closure of your function and/or a significant fine.

Activities involving loud amplified music must cease at midnight.

**FINISH TIME**

All functions must be finished by 12 am latest.

**RIGHT OF REFUSAL TO HIRE**

The Club Committee may, at its discretion, refuse any application for hire and may cancel any booking without assigning a reason. In each case any monies paid will be returned in full.

**LOSS OR DAMAGE**

The Kumeu Rugby Club accepts no responsibility for loss or damage to any property of the hirer or any guest or invitee's property which may be brought to the venue, whether within or outside the premises, and does not provide any insurance cover for such property.

**SUPERVISION OF CHILDREN**

The Hirer is responsible for ensuring all children are supervised at all times, including in bathrooms and surrounding areas.

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| **OFFICE USE ONLY** |

Booking Accepted: ◻ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

◻ Bar Staff Booked
◻ Evidence of security booked

**PAYMENT REGISTER**

RENTAL FEE: \_\_\_\_\_\_\_\_\_\_

NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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