



# Club House Booking

(Application Form)

(Please print it off, Complete it, and post it back)

## CHIPPING NORTON RUGBY UNION FOOTBALL CLUB

Greystones, Burford Road, Chipping Norton, Oxon OX75UY

Tel 01608 643968

[www.cnrufc.co.uk](http://www.cnrufc.co.uk) Email: [cnrufc@btconnect.com](mailto:cnrufc@btconnect.com)

**President: David Lakin. Chairman: Andrew Hawken. Treasurer: Nicola Dawson. Hon.Sec: Glenn Chapman**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Reason for function ie. Wedding Reception, 21st Birthday party Etc. \_\_\_\_\_

Tel No \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Date Required \_\_\_\_\_ Times Required from \_\_\_\_\_ to \_\_\_\_\_ (1.00am. max)

Main Room  Arthur Nockels Room  Both Function Rooms  Kitchen

(Approx Number of people attending the function \_\_\_\_\_  
(This is required by the local authorities, and for us to determine the number of bar staff required)

For evening functions **you must have six stewards**. (People who must be present to stop any disturbance, and vandalism.) All must be over 21.

Please print names below.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

All applications require acceptance by the club committee. A decision will normally be made within one week of receiving this application.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Return this form to the address above. (Keep Page 2)

Member of the Rugby Football Union & Oxfordshire Rugby Union  
Re-formed 1975 Incorporated 2004

Chipping Norton Rugby Football Club Limited is registered under the Industrial and Provident Societies Act  
with registered number 29800R

## HIRE COSTS

Hiring of large function room £10.00 per hour (Minimum charge £60.00)  
Hiring of Arthur Nockels room £10.00 per hour (Minimum charge £60.00)  
If the two rooms are booked, we offer a discounted price of £17.50 per hour  
Kitchen hire £25  
Cleaning costs £43.50

Hiring of bar staff £ 7.00 per hour, per person (Up to 50 people you will need two bar staff)  
(After 11.00pm - £10.00 per hour) (50 –100 you will need three)  
(100 plus, four will be required)

ALL parties, and wedding receptions, must have four bar staff.  
(Bar staff wages start 30 minutes before the function and end 1 hour after)

Once hiring has been agreed a deposit of £100.00 must be paid, (£150.00 If function is for a birthday party of 21<sup>st</sup> or under) This is a holding deposit for the function and also a deposit secured against damage and vandalism to club property.

IN THE EVENT OF A CANCELATION. The deposit will be NON refundable if the cancellation is less than 60 days before the event. (If more than 60 days it will be fully refundable less a £30.00 administration charge)

The deposit will be refunded in full within 48 hours after your function, (Assuming no damage or vandalism to the club.) We ask that your six stewards for your function pay particular attention to the toilets, as this is where most vandalism has taken place in the past.

You will be invoiced for the hiring two weeks prior to the event; The full amount must be paid one week before. Cheques payable to Chipping Norton Rugby Club

## RULES FOR HIRING.

We have no objection to balloons, decorations, streamers, lights etc. to decorate the room, but they must only be attached to the walls and ceiling with Blue-Tac, Strictly NO Tape of any sorts, Drawing Pins or Staples, All decorations and Blue-Tac to be removed after the event. No decorations or balloons to be attached to any of the rugby pictures or the trophy cabinets.

**You are fully responsible for any damage caused to the decor by a disco, group or caterers you hire into the club, Please ask them to use no tape, staples, or pins.**

An additional cleaning charge for unacceptable mess (Such as food fights) will be made. We ask that you prevent this from happening; also any item too large to be vacuumed up must be placed in one of the bins. This needs to be done at the end of the function as the club is cleaned very early in the mornings.

Only drink purchased on the premises may be consumed on the premises, Anyone bringing their own drink into the club or club grounds will be asked to leave. (With the Exception of wine and Champagne) but as with normal protocol a corkage charge will be made. *This must be agreed in advance*

**Note: You will receive written confirmation of your booking application, when confirmation is received please forward your deposit ASAP. (Until your deposit is received the booking is not final) Please do not book entertainment, caterers, etc until confirmation is received and deposit paid**

PLEASE NOTE: ON SATURDAY'S DURING THE RUGBY SEASON YOU WILL NOT BE ABLE TO HAVE ACCESS TO THE CLUB UNTIL 7.00pm.