



Orkney Rugby Football Club
Muddisdale Road, Pickaquoy Road, Kirkwall Orkney KW15 1RR
Tel: 01856 872163. www.orkneyrfc.co.uk

Booking Form Orkney RFC Clubhouse (Lounge / Hall / Kitchen)

Contact Name	
Address	
Daytime Contact	
Mobile	
E-Mail Address	
Are you a current member? (if No, please complete the attached Membership Form)	
Date/s of Event	
Type of Event	
No. of Guests	
Start Time (including setting up if required)	
Bar Required	
Additional Requirements	

Confirmation of Booking: (To be authorised by the Clubhouse Convenor)

I, the undersigned, agree to adhere to Orkney RFC's Terms and Conditions and Guidelines.
(Please see over Leaflet)

Name:

Date:

Signed:

FOR OFFICE USE ONLY	Fee Received:
Room: Lounge / Hall / Kitchen	Taken by:



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Party Booking Conditions of Hire of Clubhouse (Lounge / Hall / Kitchen)

1. All persons Hiring the Clubhouse are subject to the following Terms and Conditions for letting, a copy of which is attached and supplied to you.
2. Bookings must be made through the Clubhouse Convenor. Due to Licensing Regulations the person making the booking must be a current member of Orkney RFC.
3. A responsible Club member over the age of 25 years must be in charge on the premises for the duration of the booking.
4. A Booking Fee must be paid at the time of booking. Should the fee not be received and another party wishes to book the Clubhouse on that date the committee reserves the right to give the booking to the other party.
 - Smaller Bookings - £70
 - Larger Bookings - £120
5. Setting up and dismantling times after the function must be made at the time of the booking. The persons hiring the Clubhouse must remove all of their possessions from the Clubrooms by 10am the following morning in order that we can clean Clubhouse.
6. The Clubhouse is a licensed premise so alcohol is not permitted to be brought onto the Clubhouse by the hirer and their invited guests.
7. Should you require the bar to be open, this must be stipulated when booking the Clubhouse. The trained bar staff maintain the right to refuse alcohol and Orkney Rugby Football Club maintains a strict policy on identification of persons purchasing alcohol who look like they are under the age of 25.
8. If you wish to use the kitchen, this must be identified at the time of booking. All crockery, utensils and pots etc must be cleaned and put back in the appropriate storage area.
9. Children under the 10 years of age are not permitted in the kitchen. This is because of the terms of our Public Liability Insurance. If you do allow under age children into the kitchen, it is at your own risk.
10. To comply with the Food & Hygiene Safety Act, by accepting this following condition, the Hirer hereby indemnifies the Orkney Rugby Club committee against any claims, losses or injury caused by the consumption of food prepared either in the Clubhouse or by any food (prepared or otherwise) brought into the Clubhouse by the Hirer or a Third Party authorised by the Hirer.
11. No posters or notices should be fixed to any walls within the Clubhouse without permission being sought from the Clubhouse Convenor. Thumb tacks are not permitted on any wall but may be used on the noticeboards.

12. You are expected to report to the Clubhouse Convenor any damage found. If you or your Group causes accidental damage you are asked to report it as soon as possible, otherwise damage will be charged to the last known user of the Clubhouse. Any accident which results in injury to any person using the Clubhouse during a booking must be reported to the Clubhouse Convenor.

13. Please remember that this is a residential area and give due consideration when leaving the Clubhouse after an evening function.

14. Any lost or unclaimed property will be disposed of after a period of one month from the date of the booking.

15. Emergency Safety Exits must be kept clear at all times, and are only for use in emergencies.

16. Limited car parking is available at the Clubhouse, please use with consideration and leave access for emergency vehicles. Please do not park vehicles on the grass verges or in front of Emergency Exits. All vehicles are parked at their owners own risk.

17. No outdoor items such as bouncy castles etc. unless approved by The Pickaquoy Centre and must be requested at the time of booking.

18. Clubhouse Convenor and Key Holder: Brian Lanni. Telephone: 870593; Mobile: 07768 777157; Email: brianresorfc@outlook.com.

THIS IS A NO SMOKING BUILDING. THIS RULE MUST BE STRICTLY ADHERED TO.
Failure to comply will result in the cancellation of further bookings.

These conditions are subject to revision at any time.

***** **COVID RULES** *****

- Masks must be worn as per current Government guidance
- Names and numbers must be noted for track and trace – if possible please give us these in advance of function