



WRFC BAR & COFFEE HOUSE

VENUE HIRE BOOKING FORM:

CONTACT INFORMATION: (PLEASE FILL IN BLOCK CAPITALS)

FULL NAME: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

EVENT DATE & TIME: _____

EXPECTED NUMBER OF GUESTS: _____

BRINGING DJ OR ENTERTAINMENT: YES / NO

BRINGING FOOD OR OUTSIDE CATERERS: YES / NO

TOTAL COST: _____

DEPOSIT PAID: _____

SIGNED: (CUSTOMER) _____

SIGNED: (WRFC BAR & COFFEE HOUSE) _____

TERMS & CONDITIONS OF HIRE:

VENUE HIRE:

- a) Any rooms or areas of WRFC Bar & Coffee House made available to the customer are by agreement with WRFC Bar & Coffee House and are subject to payment by the customer.
- b) Applications for venue hire will be accepted only if the nature of the function is considered appropriate by WRFC Bar & Coffee House. WRFC Bar & Coffee House reserves the right to refuse a booking.
- c) The customer will ensure that the event will not be conducted and that its guests will not behave in a way which will or may constitute a breach of the law or cause a nuisance or be an infringement of any justices licence held by WRFC Bar & Coffee House. In particular (but without limitation) the customer shall ensure that there is no betting or gaming.
- d) WRFC Bar & Coffee House reserves the right to exclude or eject any persons from the event, whom it reasonably considers to be objectionable (including any person engaged by the customer to provide entertainment or perform any other duties at the event). The customer will be liable for any liability arising thereby and shall indemnify WRFC Bar & Coffee House accordingly.
- e) At the end of the hire period the customer shall remove from the venue anything which the customer has brought into the venue for the purposes of or in connection with the event and shall ensure that all rooms used are clean, undamaged and free from rubbish.
- f) If, in the opinion of WRFC Bar & Coffee House, the customer has failed to comply with clause e above, Watford Rugby Club may, in place of the customer but at the customer's expense, do all that is necessary to comply with that clause.
- g) WRFC Bar & Coffee House reserves the right to turn down or cancel the entertainment, if, in the opinion of WRFC Bar & Coffee House, the Event is too loud and/or causing disturbance to other users of the Venue.
- h) WRFC Bar & Coffee House reserves the right to withdraw the use of WRFC Bar & Coffee House event spaces if, in the opinion of WRFC Bar & Coffee House, the customer has misrepresented the purpose of the booking. The customer may not sub-let or further offer for hire any venue space.
- i) The customer agrees to reimburse all expenses incurred by WRFC Bar & Coffee House resulting from the customer's breach of its obligations hereunder including (without limitation) any additional payments to staff.

CHARGES:

- a) WRFC Bar & Coffee House reserves the right to require a deposit of 50% of the Total Cost payable at the time of booking. A booking will not be considered confirmed until we have received a signed contract and the designated deposit.
- b) The Total Cost must be paid 14 days before the date of the booking.

CONSUMABLES:

- a) All consumables offered are subject to availability. Where consumables are not available, reasonable endeavours will be made to offer the closest available substitute.

AUDIO VISUAL/ MEDIA SERVICES:

- a) With the written approval of WRFC Bar & Coffee House, equipment hired for use in the venue may be operated during the Event by the Customer or his/her authorised agent.
- b) Customers are not permitted to bring any electrical equipment into the building unless it bears a valid Portable Appliance Test Certificate.
- c) WRFC Bar & Coffee House will not accept responsibility for disruption and inconvenience to, or the ruination of an Event and/or presentation where sub-standard materials and/or poor quality video playback material, have been presented to a technician for projection.
- d) WRFC Bar & Coffee House does not accept any liability for any loss or damage which arises directly or indirectly out of the use of the equipment or the performance, unless such loss arises from the negligence of the WRFC Bar & Coffee House staff. The Customer agrees to indemnify WRFC Bar & Coffee House against any claim for any such loss or damage.

e) The customer shall be responsible for any software and hardware provided by them for use in Events and WRFC Bar & Coffee House will be responsible for any software and hardware provided by them for use in Events.

CANCELLATION BY WRFC BAR & COFFEE HOUSE:

WRFC Bar & Coffee House may cancel the provision of the Services to an Event and forthwith terminate this Agreement and the rights granted to the Customer if:-

- a) WRFC Bar & Coffee House or part of WRFC Bar & Coffee House has to be closed for reasons beyond WRFC Bar & Coffee House's control; or
- b) The Customer is already in arrears with any payment due to WRFC Bar & Coffee House and/or
- c) The Customer is in breach of any of these Terms & Conditions and fails to rectify such breach within 7 days of written request to do so by WRFC Bar & Coffee House.

CANCELLATION BY THE CUSTOMER:

- a) A confirmed booking shall only be deemed to be cancelled when WRFC Bar & Coffee House receives written notification of the cancellation from the Customer.
- b) Where a Customer cancels the booking of the Venue Hire less than 31 days before the Event, in addition to loss of the Deposit, the Customer shall pay the Total Cost.
- c) Where a venue hire booking is cancelled for any reason, WRFC Bar & Coffee House shall be entitled to retain the deposit paid to WRFC Bar & Coffee House.

LIABILITY:

- a) WRFC Bar & Coffee House do not accept liability for loss or damage to any object, equipment, furniture, stock or other property of any sort brought onto the premises by the Customer or their guests or hired by WRFC Bar & Coffee House on the Customer's behalf howsoever such loss or damage may occur unless as a direct result of WRFC Bar & Coffee House's negligence. All such property will remain under the care and control of the Customer and is entirely at the Customer's own risk.
- b) The Customer shall be liable for any loss, damage, personal injury or death arising out of or in connection with the Event, except to the extent that such loss, damage etc. is caused by the negligence of WRFC Bar & Coffee House, its servants or agents and the Customer indemnifies WRFC Bar & Coffee House against any claim brought against WRFC Bar & Coffee House in relation to any such matters.
- c) The Customer shall be liable for any loss or damage caused to the Venue and the property, furnishings, paintings or objects in the Venue by any act or omission of the Customer, its sub- contractors or guests of the Customer, and shall pay to WRFC Bar & Coffee House on demand the amount required to remedy any such damage.

HEALTH AND SAFETY:

- a) For events with over 100 guests WRFC Bar & Coffee House reserves the right to provide extra security and charge the customer. WRFC Bar & Coffee House staff on duty will assume full control and responsibility for evacuation in the event that any security matter including bomb, fire or the behaviour of those attending warrants such action.
- b) The Customer must comply with all the Venue's Health and Safety regulations. The Customer shall notify WRFC Bar & Coffee House immediately on becoming aware of any accident or injury occurring at the Venue. Where an event requires the provision of special services, e.g. additional electrical services, the Customer shall comply with any additional safety requirements imposed by WRFC Bar & Coffee House. Blocking of access routes will not be permitted while delivering, setting up or breaking down for events.
- c) All electrical equipment brought into the Venue must have a current Portable Appliance Test (PAT) Certificate. This must be presented to the Events Manager on the day of the event. In the absence of a Certificate, the Customer shall be obliged to use the equipment on site, should it be available, and will be charged accordingly. WRFC Bar & Coffee House accepts no responsibility for any disruption to an event should equipment not be available.
- d) The Customer shall not use or allow to be used any gas-supplied heaters, naked flames or anything similar in any part of the Venue.

GENERAL:

- a) The Customer shall not use the “WRFC Bar & Coffee House” logo in any of its advertising or publicity for the Event without the prior written approval of WRFC Bar & Coffee House. The Customer will ensure that advertising and publicity material for the Event does not imply that the Event is endorsed or organised by WRFC Bar & Coffee House without the prior written approval of WRFC Bar & Coffee House.
- b) If the expression the Customer includes more than one person those persons shall be jointly and severally liable under these Terms & Conditions.
- c) These Terms & Conditions shall be governed and construed in accordance with English Law and each party agrees to submit to the non-exclusive jurisdiction of the English Courts as regards any claim or matter arising.
- d) WRFC Bar & Coffee House is a non-smoking venue and e-cigarettes must not be used within the Venue.
- e) No alterations may be made to the appearance of the hired space without the prior agreement of the Events Manager. Affixing to walls/surfaces is not permitted. The Events Manager reserves the right to remove any unauthorised items.
- f) The Customer agrees and undertakes:
To indemnify WRFC Bar & Coffee House and keep WRFC Bar & Coffee House indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from:
 - (i) this Agreement;
 - (ii) any breach of the Customer's undertakings; and/or
 - (iii) the exercise of any rights given to the Customer.