

Glossop Rugby Union Football Club



Club Lettings and Events Policy

POLICY STATEMENT & PURPOSE:

The Club lettings and events policy and process is overseen by the Sponsorship & Fundraising Sub Committee and sets out the terms and conditions of hire.

The Glossop Rugby Club Function room and facilities are available for hire at the agreement of the Club Manager and the General Committee. The General Committee reserves the right to refuse a booking if it is felt it would not fit with the Club's ethos and objectives.

The conditions of hire will be set out in the Policy. More detailed guidance can be found in the Terms & Conditions of Hire appendix.

Club Lettings and Events Booking Forms will be used for every booking to capture the specific details of the booking.

SCOPE & ORGANISATIONAL PROCEDURES

1. As a general rule, Glossop Rugby Club will charge for the use of the facilities to be hired, covering all costs associated with the letting of the facilities. Members will not have to pay for the hire of the club, as per the membership terms & conditions.
2. As a general rule, to be considered a member of GRUFC the person must have been a member for at least six months before the date of the booking. The club manager and General Committee have the right to make exceptions to this rule.
3. As a general rule, the Function Room will not be let to non-members on Saturdays and Sundays during the rugby season, unless agreed by the GRUFC General Committee.
4. As a general rule, the Club does not hire the Function Room for 18th Birthday Parties, unless with prior agreement of the GRUFC General Committee.
5. The Club reserves the right to cancel a booking for circumstances beyond their control. Any person wishing to use the club must be advised that they should take appropriate insurance in case of such an incident.
6. As a general rule, people/organisations using the Function Room will be required to complete and sign a booking form confirming that they agree to the terms and conditions on which the hire is made, this being documented and counter-signed by the Club Manager and / or the External Functions Coordinator at the time of booking approval.
7. GRUFC will aim to respond to all booking requests made by telephone, email, text, verbally or any other communication methods within 48 hours and records of all initial discussions maintained.
8. Booking forms will either be sent via email or given in paper form to be completed by the hirer, and copies will be retained by the Club Manager and overseen by the External Functions Coordinator.
9. The booking forms should be completed in full with all the mandatory fields populated without exception.

10. All booking details should be transferred onto the internal bookings spreadsheet and the GRUFC Google Calendar updated accordingly.
11. Under no circumstances, can food be brought into the club from an external source . If food is required, then various catering packages are available and can be discussed with the Club Manager.
12. All hirer's will be expected to pay a refundable bond at the time of booking. This will be refunded after the event subject to there being no considerable damage to buildings and contents and no breach of the Ts & Cs have taken place (eg no external food or drink is brought into the club).
13. Any organisation wishing to use the club must have adequate insurance in force for all legal liabilities which could arise, including death or personal injury to third parties or damage to our property or the property of others, arising out of their occupation and activities, whilst at the premises. As a general rule we will ask to see the cover note/proof of cover and a completed risk assesment for the activities being undertaken
14. For personal hire, any organisation that is part of that hire (e.g. bouncy castle hire) must give evidence that that organisation has adequate insurance in force for all legal liabilities which could arise, including death or personal injury to third parties or damage to our property or the property of others, arising out of their occupation and activities, whilst at the premises.
15. When an external organisation event includes under 18s / those who are vulnerable, the Club will only let the building to the organisation, providing it has a safeguarding policy. As a general rule we will ask to see the policy.
16. Payments and refunds will be the responsibility of and actioned by the Club Manager and overseen by the External Functions Coordinator, who must be copied into all correspondence relating to all bookings. The GRUFC treasurer will also be copied in for information relating to finance in order to receive and refund payments correctly.
17. Financial details of the bookings should be forwarded to the GRUFC treasurer prior to the event taking place for audit purposes and to track payments.
18. After the function has taken place, the External Functions Coordinator will contact the hirer to gain feedback on the booking process, food & beverage quality, room cleanliness and access, successful running of the event etc. This may be a phone call, email, verbally or a feedback form. Any issues arising from this feedback will be discussed with the Club Manager and / or General Committee and any appropriate action will be taken.

Appendicies

- a. Terms and Conditions for Lettings & Event Hire
- b. Booking Form for Members
- c. Booking Form for Non Members
- d. Booking Form for GRUFC Internal Events
- e. Feedback Form
- f. Internal Check List for Lettings & Events process