

APPLICATION FOR ROOM HIRE ROSE GREEN SPORTS & LEISURE CENTRE LTD



PLEASE COMPLETE AND RETURN TO: ROSE GREEN SPORTS & LEISURE LIMITED,
65 GORDON ROAD, WHITEHALL, BRISTOL, BS5 7DR - TEL: 0117 951 5569
Email: info@rosegreencentre.co.uk Website: www.rosegreencentre.co.uk



About you

Name:

Organisation/Group: Member RGSL/BWIPCC? (please select)
 No Yes

Address:

Email address:

Telephone Number: Landline: Mobile:

About your booking

Type of Function:

Day & Date of Function: Number of people expected:
 (DD/MM/YYYY)

NB: Please state clearly the time you wish to start and end your function in the boxes below. Also state time for preparation and total clearance of room before and after your function.

a) **FUNCTION ROOM** b) **MEMBERS ROOM** (excluding from Friday 19:00 to Sunday)
 (Capacity 180 seated/230 standing) (Capacity 50 people)

Event start time: Event end time:

Set up time: Clearance time:
Set up between 10:00-15:00. Additional charge applied before 10:00 and after 15:00

Bar required: from/until: Kitchen required: from/until:
Bar closes 15 min before end of function hire period To be cleaned & vacated 30 min before end of function hire period

COVID-19 Precautions (for current restrictions and guidance visit www.gov.uk/coronavirus)



Everybody needs to continue to act carefully, follow government guidelines and remain cautious due to the ongoing COVID-19 pandemic.

Masks should be worn	Signage on entry and around building	Perspex screens around bar
Reviewed RGSL risk assessment	Increased ventilation via extractor fans	Increased cleaning, including touch points
Sanitiser dispensers located around building	Advice available to discuss requirements, if required	Track and Trace details taken on building entry

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To make your booking complete, we can supply the following: (please select the items you wish to hire)

- | | | | | | |
|---------------------------------------|--------------------------|--|--------------------------|--------------|--------------------------|
| Laptop Port for Presentations | <input type="checkbox"/> | Water Jugs | <input type="checkbox"/> | Wine Glasses | <input type="checkbox"/> |
| Digital Projector & Projection Screen | <input type="checkbox"/> | Tea, Coffee & Biscuits | <input type="checkbox"/> | Cutlery | <input type="checkbox"/> |
| Flip Chart Easels | <input type="checkbox"/> | Food Warmers | <input type="checkbox"/> | Crockery | <input type="checkbox"/> |
| Flip Chart Paper & Pens | <input type="checkbox"/> | Table Cloths | <input type="checkbox"/> | | |
| | | Kitchen (warm up/cook; please specify) | <input type="text"/> | | |

The above items are subject to separate charges irrespective of hall & room bookings.

Please tell us about any special or additional requirements below:

Please complete this form fully; facilities and equipment will only be made available if booked on this form.

Please note:

For function hall and kitchen hire a refundable deposit of £60 is payable for each at time of booking.
Please specify your required room layout 14-21 days in advance of the function.

Declaration (complete using "I" or "We", as appropriate)

hereby make an application for use of the Rose Green Centre (RGC) as detailed above.

declare that security arrangement have been agreed, in accordance with Agreement Condition #4.

declare that _____ have read and agree to comply with the terms and conditions of the enclosed Letting Agreement.

hereby enclose a refundable deposit of £60 for hire of the main function room (select if applicable)

hereby enclose a refundable deposit of £60 for kitchen hire (select if applicable)

(RGSL does not require a deposit for meeting or seminar room bookings)

*Deposits will be returned to hirer **one week post-event**, on the basis that no loss, damage or injury is incurred at the Centre during the said hiring period. It will also be withheld by RGSL if drinks are brought onto the premises without prior agreement and the appropriate corkage charge imposed.*

Date:
(DD/MM/YYYY)

Signature:

A typed signature, ie electronic signature (eSignature), is accepted.

Signed on behalf of Rose Green Sports & Leisure Limited (RGSL):

Print Name:

Signature:

Date:

(DD/MM/YYYY)

OFFICE USE ONLY:

FULL COST

Deposit



RGSL LETTINGS AGREEMENT

Terms and conditions of hire

**THE FOLLOWING CONDITIONS IN THIS LETTINGS AGREEMENT MUST BE COMPLIED WITH.
FAILURE TO OBSERVE ANY OF THE CONDITIONS WILL INVALIDATE THIS AGREEMENT.**

1. 50% of the hire charge must accompany the application form to confirm the booking/ letting.
2. The remaining 50% of the hiring charge must be paid not later than 14 days prior to the function.
 - a. An administration charge of 20% of the hire charge included in Item 1 above is payable on any cancellation.
 - b. Failure to notify RGSL'S staff in writing of a cancellation not later than 3 weeks prior to the date of the event will result in the deposit being forfeited.
3. A refundable deposit of £60.00 each is required when hiring the Kitchen and Function Room, and provided no loss, damage or injury occurs during the hiring period, this money will be refunded one week post-event.
4. Security: The hirer must confirm in writing security requirements at least 14 days prior to the function. Security staff provided through RGSL are recommended.
5.
 - a. Chargeable and Commercial events are not permitted,
 - b. No sub-letting is allowed.
6. The capacity of the building must be complied with in order to meet fire regulations.
7. A named responsible person must be present throughout the event.
8. The hirer is responsible and liable for any damage to the equipment, furniture or building and loss or injury, which occurs, while in the possession of hirer. Responsibility for children lies with the hirer. Material is **NOT permitted** to be attached to walls, ceiling or flooring.
9. The Directors have free access to any event held at the premises. (Proof of identity must be shown).
10. RGSL reserves the right to amend all charges as necessary.
11. Use of the hired facility does not permit the hirer or their guests to use other RGSL facilities unless previously booked; this includes the cricket grounds.
12. The supply of catering at midweek functions is optional however, between the hours of 9.00 am and 6.00 pm Monday to Friday; the hirer will pay a service charge of 50p per person to a maximum of £10 if food is brought onto the premises that have not been purchased through RGSL administration.
13. Corkage policy (not optional) - **No** drinks may be brought onto the premises unless prior permission is sought and the appropriate corkage charge imposed. The Company will implement corkage charges to all parties serving alcohol/soft drinks at their function without prior booking. Corkage includes, all forms of alcohol, mixers, cola, ginger ale, tonic and soda waters, fruit juices.

NO DRINKS OF ANY KIND ARE ALLOWED TO BE BROUGHT ON THE PREMISES. ALL drinks (*alcoholic & soft beverages*) consumed on the premises must be purchased at the bar, or from RGSL.

14. Cleanliness – Cleanliness is essential. Each group/hirer is responsible for the cleaning up of any mess after their session in the Kitchen/Function room. If an area/equipment is left unclean, cleaning charges will be incurred in the format of withdrawal of the refundable deposit. This also applies to RGSL facilities not hired but used, eg the cricket field (*see condition #11*).
15. The sound-limiting system will auto-disconnect power and must not be tampered with. Failure to adhere to this instruction will result in loss of deposit, and if repeated after reset will lead to closure of the hire event.
16. The hirer and guests must vacate the hired venue within 30min of hire period ending; failure to do so by the end of this additional 30min will incur a supplementary charge of £45 per 30min period.
17. Hirers and users have responsibility for managing risks arising from their own activities and should take account of any guidance relevant to their specific activity. The RGSL risk assessment will be available and must be referred to so you can ensure your function complies with current COVID restrictions.

Hirer's Signature:

Hirer to be given copy of signed form

Signature:

Print Name:

Date:
(DD/MM/YYYY)