

# University of Canterbury Rugby Football Club Clubroom Hire

UCRFC holds a Sports Club Licence and has strict requirements imposed on it by the Licensing Authority. The Clubrooms cannot be hired in the way a hall is hired.

- Hire of Venue and staff costs: **\$510.00**
- Cleaning (if we do it): **\$250.00**
- A no-damage bond (cheque): **\$100.00**

This form **MUST** be a correct statement of the hirer's intent. It will be submitted to the Executive for their consideration. If your application is successful, you will then have to discuss requirements with the Complex Manager.

## YOUR DETAILS

Name .....

Address .....

Email .....

Telephone .....

Mobile .....

Are you a financial member of UCRFC? .....

What team are you associated with? .....

## YOUR EVENT

Date of proposed event.....

Start Time.....Finish Time.....

Type of event?.....

Format of event? .....

Numbers Attending .....

Number of parents attending .....  
(for events involving U21 year olds)

What catering are you providing?.....

.....

## SERVICES

Do you require refreshments/Catering?  
(Costs are involved) Yes No

When do you require access to the clubrooms?

Why did you pick the UCRFC for your event?

## CONDITIONS

1. Two UCRFC staff members must be present at all times.
2. There is a no-damage bond (in the form of a crossed cheque) that will be returned by the complex manager when the venue is vacated in reasonable and undamaged condition. Bond: \$100 per 50 attendees (or part thereof)
3. Hirers must adhere strictly to the registered Fire and Safety Plan, especially concerning the number of attendees. The plan must be read and discussed with the Club Executive.
4. Security measures are subject to discussion between the hirer and the Club Executive.
5. Barpersons must refuse service to intoxicated attendees. Drunken, loutish behaviour is unacceptable.
6. Variations to conditions may apply if the hirer is a responsible club member. Please enquire.

**If my application is approved, I agree to the costs and conditions of hire.**

Signature .....

Date .....

Return form by **fax: 385 6153**  
or **email: [info@ucrugby.com](mailto:info@ucrugby.com)**