



# Winnington Park Rugby Club

## Function Room Hire Request Form

### Organiser Details

Organiser Name

Organiser Address

Postcode

Contact Number

Email Address

### Function Details

Date of Function

Type of Function(30thParty/  
Engagement/Anniversary)

Function Start Time

Function End Time (Last orders will be  
Midnight at latest)

Number of People Attending

### Catering Details

Name of Catering Company

Caterers Tel Number

### DJ Details

Name of DJ / Entertainer

DJ's Tel Number

**This form includes fillable form fields you can save the completed form to you computer and E-mail it to [bookings@wprfc.com](mailto:bookings@wprfc.com)**

**If you have any queries and wish to speak to someone please ring 07923 699 600**

### Room Hire Information

1. We have two function rooms available for hire at our clubhouse. Both rooms have fully stocked bars.
2. The main Bowden Room will accommodate up to 130 people. The Lounge bar will hold up to 40 people. Both rooms have audio visual equipment and large screens that allow the connection of computer equipment.
3. We can provide in house catering or you can provide your own food/caterer. Use of the kitchens by an outside caterer will be subject to a surcharge of £30 to cover fuel costs and the kitchen must be cleaned and left as found.
4. If you use a DJ or Entertainer you must supply us with a copy of their public liability insurance and a copy of their equipment PAC Testing certificate at least 7 days prior to the booking. If this documentation is NOT provided to the club then we reserve the right to cancel the booking without returning the cost of room hire.

### Payment Details

1. **The cost to hire the Bowden Room is £50**
2. **The cost to hire the Lounge Bar is £25**
3. **To hire the full club to accommodate your party the cost will be £75**

A returnable damage waiver deposit of £100 must be left with the club which will be returned to you after the event providing that no damage has occurred. Payment for the hire can be by way of cash, cheque or card. The damage waiver must be cash or cheque.