



Peebles Rugby Football Club

Clubrooms
Grounds

Social Convener

19 Eastgate, Peebles. Tel 01721 720494

The Gytes, Walkershaugh, Peebles

Hay Lodge Park, Peebles

Mr Jim Currie

Hasswellsykes Farm Peebles EH45 9JL

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Website: www.peeblesrffc.org

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HOMES

I request the use of the **Function Room / Bar in Function Room /Kitchen (delete as required)** for
_____ (Description of Function)

Date _____ From Time _____ To Time _____

Number of attendees _____ (estimate if not known at time of booking)

The following conditions apply

1. Club must be booked by a current PRFC member, or a member of a voluntary organisation who will be the responsible person for the function.
2. There must be sufficient PRFC members to ensure that condition 3 can be complied with.
3. It is your responsibility to obtain the Visitors' Book from the Bar Staff and ensure that it is correctly completed. *A member can sign up to a maximum of 4 non-members in at any one time and must accompany (remain with) them throughout their visit. Non-members attending the function must enter their name and address in the Visitors' Book along with the name of member who must accompany them and be responsible for their safety & behaviour during the visit. It is an offence to do otherwise.*
4. You will be responsible for the security of the door to prevent uninvited guests from entering the premises. *If function includes a disco, a charge will be made to cover the costs of any doorman required by the Committee and will be organised by PRFC. A non-refundable charge will be confirmed when & if booking is accepted, and must be paid at least one week in advance of event.*
5. *You will be responsible for any damage to PRFC property during the function.*
6. *Abuse of licensing laws, especially underage drinking is NOT permitted.*
7. You must advise if any of your invited guests will be under the age of 18.
If the main purpose of event is to hold a disco, only those over the age of 18 will be admitted. Except in circumstances covered in the PRFC Children's Policy, anyone under the age of 18 will have to vacate premises by 8 PM. A person under the age of 18 will be denied access if they have already consumed alcohol. If anyone regardless of age attempts to purchase or supply alcohol to anyone under the age of 18, or anyone under the age of 18 consumes or attempts to consume alcohol they will be asked to leave immediately and will be reported to the Executive Committee, PubWatch and any other relevant authority. A report will be made in the Refusals Log which may be inspected by Licensing Standards Officers or the Police at any time they request.
8. If food is provided, compliance with Environmental Health Requirements must be followed. (See page 2)
9. To assist organisation of bar staff etc. you must reconfirm number attending no later than 1 week before event.

I am sure that you appreciate that PRFC Committee must safeguard the Club's licence and ensure that the Rules of the Club are not breached in particular:-

Alcohol will only be sold to persons over the age of 18, and approved photo ID showing that they have attained the age of 18 will be requested by bar/door staff for anyone considered to be under the age of 21.

It is illegal for any person to purchase or supply alcohol to any person under the age of 18.

We are members of Peeblesshire PubWatch, and any transgression may mean that persons are banned not only from the club, but also from every licensed premises of PubWatch members in Peeblesshire and some licensed premises in Galashiels.

We do not make a charge for the use of the premises, however if you are able to make a donation to PRFC, that would be much appreciated but entirely voluntary.

Please complete the following

I/We hereby confirm that I/we shall comply with the conditions set out above in relation to the application of for use of the premises.

Name _____ Phone: _____ Mob: _____

Address _____

Email _____ Date: _____

Reply by email or to address listed above

Version date 29/03/2010

Environmental Health – Food Checklist

If you are providing food for your event it is a requirement that you complete this checklist and return it to the secretary after the event.

Pre-Event _____ Date _____

Refrigerated storage is between 1C & 5C	Yes	NO	NA
Food preparation area is clean and sanitised	Yes	NO	NA
All food products are within date	Yes	NO	NA
Equipment and utensils to be used are clean	Yes	NO	NA
Lidded bins are used for waste disposal	Yes	NO	NA
Food handlers are wearing protective aprons	Yes	NO	NA
Food handlers are aware of personal hygiene levels	Yes	NO	NA
Hygienic hand washing and drying facilities will be utilised	Yes	NO	NA
Temperature probe is used to check that hot food is maintained at correct temperature	Yes	NO	NA

Actions taken if any response is NO

Event _____ Date _____

All food products are within date	Yes	NO	NA		
Packaging or wrapping is intact	Yes	NO	NA		
Refrigerated storage is between 1C & 5C.	Recorded Temperature	C	Yes	NO	NA
Freezer temperature is below –18 C.	Recorded Temperature	C	Yes	NO	NA
Raw products have been cooked to above 75C.	Recorded Temperature	C	Yes	NO	NA
Reheated food has been heated to above 82C.	Recorded Temperature	C	Yes	NO	NA

Actions taken if any response is NO

Post Event _____ Date _____

All leftovers have been disposed off	Yes	NO	NA
Waste bins have been emptied and cleaned and bin bags removed to disposal area,	Yes	NO	NA
Kitchen, equipment and utensils have been cleaned	Yes	NO	NA
Kitchen is left in a clean and tidy condition	Yes	NO	NA

Actions taken if any response is NO