



# CHICHESTER Rugby Football Club

Oaklands Park, Wellington Road, Chichester, West Sussex. PO19 6BB

Tel: 01243 779820 www.chichesterrfc.co.uk



COMMUNITY RUGBY  
ACTIVE SPORTS  
SEAL OF APPROVAL

## Operational Rules covering the Hiring of the Clubhouse

### Overview

The Clubhouse can be hired to both Club members and Non Members for functions. However if the Bar is to be opened then the Hirer must be a member of the Club and must sign in all guests. The following rules have been approved by the Management Committee and must be applied.

Each Hire must be agreed by the Management Committee and recorded in the minutes of the meeting at which it was agreed.

Where the use of the Bar is required the Hirer must have been a member of the Club for at least 4 weeks.

The Club reserves the right to refuse a hire.

The Club is a member of CHIBAC (Chichester Business Against Crime) and will use information available to confirm acceptability of the hirer.

### Who are Club Members

Club members are those that have paid a subscription or made a donation and are: Full playing members, Student playing members, Social members, Corporate members, Community members, Vice Presidents and Sponsors.

Registered under the Industrial & Provident Act 1965 Registration No. 29613R  
Registered under the Community Amateur Sports Club Scheme Reg No. CH1154  
VAT No, 193 788 700



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Who is responsible for agreeing the Hire

The Clubhouse Manager will be responsible for agreeing ALL Hires and ensuring that all required facilities are available. These are, but not limited to: The Bar, Kitchen, use of equipment.

The Hirer will be required to sign a Hire Agreement and pay the necessary deposit to cover any damage etc,

Hiring the Clubhouse without the use of the Bar

The Club welcomes applications for such hires which would normally be for a full day or half a day. This is available to both Members and Non Members.

Hiring the Club with the use of the Bar

This type of hire will normally be for a number of hours which would include times at which the Bar is allowed to open.

**18<sup>th</sup> birthday parties are not allowed.**

The Hirer must be a member of the Club for at least 4 weeks before the hire.

Each hire will be approved by the Management Committee and recorded in the minutes of the meeting at which the hire was approved. The Management Committee must be certain that the hire will not cause any problems within the Clubhouse or with the neighbours.

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FOUNDED 1926

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The Hirer must provide, in advance, a list of all guests that will be using the Clubhouse. This list can be updated on the day of the event. Guests must be known to the Hirer. The final guest list must be retained in the Club records for at least 12 months. The Hirer will be responsible for the behaviour of all the guests. The number of guests that can be 'signed in' by any one member is no more than 50.

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Review Date: September 2012