

**Royston Town Football Club**  
**Clubhouse Hire Agreement**  
**8a Garden Walk Royston Herts SG8 7HP**



**Date of Agreement:** .....

**Parties:**

- (1) Royston Town FC as named in clause 1.2 acting by its management committee known as **RTFC**
- (2) The person or organisation in clause 1.3 (**Hirer**).

**Agreed as follows:**

1. In consideration for the hire fee RTFC agrees to permit the Hirer to use the premises for the purpose described and for the period described. The details inserted below are terms of this agreement. The Hire Agreement includes the attached Standard Conditions of Hire and Special Condition of Hire (if any) set out in the attached schedule.

**1.1 Date(s) required:** .....

**Start time**..... **Finish Time**.....

On Match Days the clubhouse is available from 7pm (Access may be gained earlier to setup discos etc., but match day supporters may still be in the clubhouse until 7pm).

**1.2 Royston Town Football Club (RTFC)**

- (a) Authorised Representative: Lauren Chappell
- (b) Address: 8a Garden Walk Royston Herts SG85HP
- (c) Telephone: 07977 519965

**1.3 Hirer**

- (a) Name:.....
- (b) Organisation:.....
- (c) Address:.....  
.....
- (d) Telephone:.....

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**1.4 Hire Fee:** .....

**Non-refundable Deposit:** .....

**Damage Deposit:** .....

This will be refunded within 28 days of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to RTFC regarding noise or other disturbance during the period of hiring as a result of the hiring. If no special deposit has been provided, Hirers will be invoiced for the cost of the damage or loss caused to the premises and/or contents during the period of the hiring.

**Door Supervisor Fee:** .....

(Two S.I.A approved Door Supervisors are mandatory for all 18th and 21st birthday parties and at the discretion of RTFC for all other functions).

The Deposit and Damage Deposit is due on Booking.

The remaining Hire fee is due 10 days before the Event.

**Total Due** .....

**Deposits paid** .....

**Balance due 10 days before event** .....

**1.5 Purpose/Description of hiring, including age group of people attending:**

.....  
.....

**Type of Event**                      Public/Private                      Band/Disco/Singer

**Food** .....

**Number of Guests** .....

**Time required from** ..... **To** .....

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1.6 Numbers allowed in the clubhouse are restricted dependent on the licence of the clubhouse in accordance with the type of event. Maximum is 110.

2 The Hirer agrees with RTFC to be present during the hiring and to comply fully with this Agreement.

3 The Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms and conditions of this hire agreement, unless specifically excluded by agreement in writing between the RTFC and the Hirer.

4 None of the provisions of this agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Party) Act 1999 on a person who is not named as a party to this agreement.

**Signed by the Hirer**

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**Signed by an authorised representative of Royston Town F.C.**

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