

Application for Hire of the Rutland Showground

THE HIRER

Name of Applicant

Application made on behalf of:
(company/organisation)

Full Address & Postcode

Telephone (Landline)

Mobile Number

Email

THE EVENT

Event Description

Estimated no. attending

Named Person Contact on site
and mobile number

DATES & TIMES

Event Date
and start/
finish times

	MON	TUES	WED	THURS	FRI	SAT	SUN
SET-UP & ARRIVAL TIMES							
DEPART & CLEAR-UP TIMES							

Bar opening
& closing
times
(if required)

Set-up includes marquee erection, delivery of furniture, catering supplies etc.
The clear-up includes removal of all marquees, equipment and vehicles to leave site clear.

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AREAS FOR HIRE

Which areas do you wish to hire?

PAVILION

RUGBY CLUB

SHOWER BLOCK

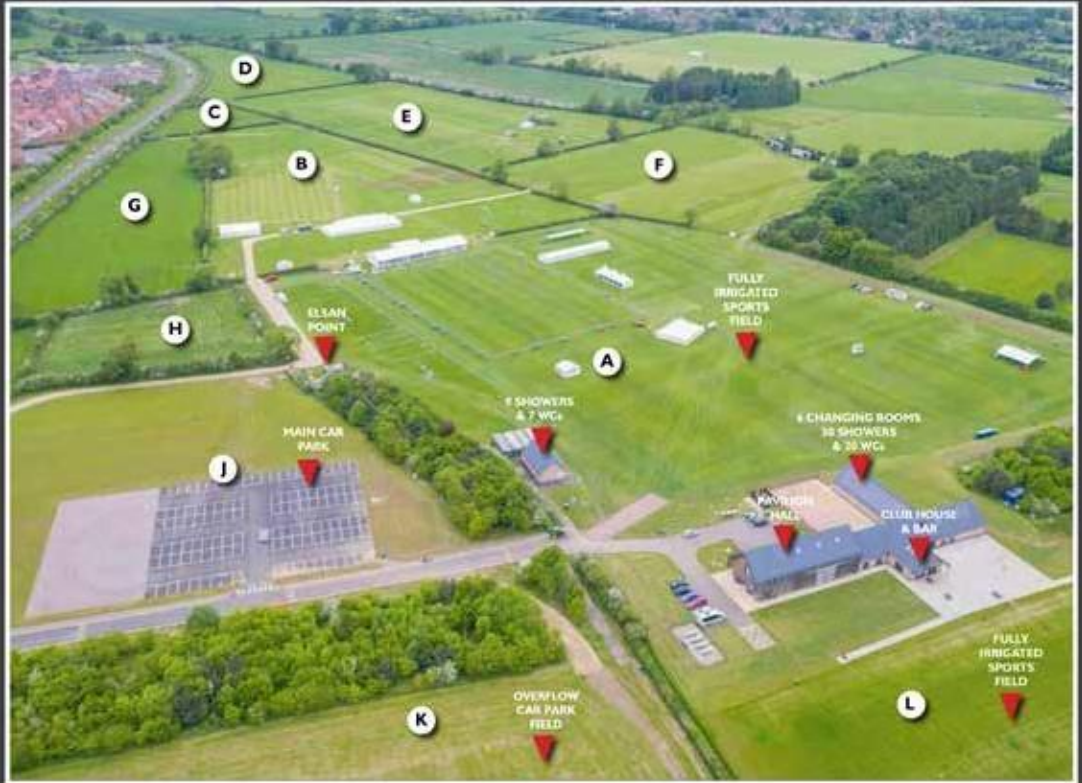
PORTA-CABINS

ORFC SHOWERS AND CHANGING ROOMS

OUTDOOR AREAS.

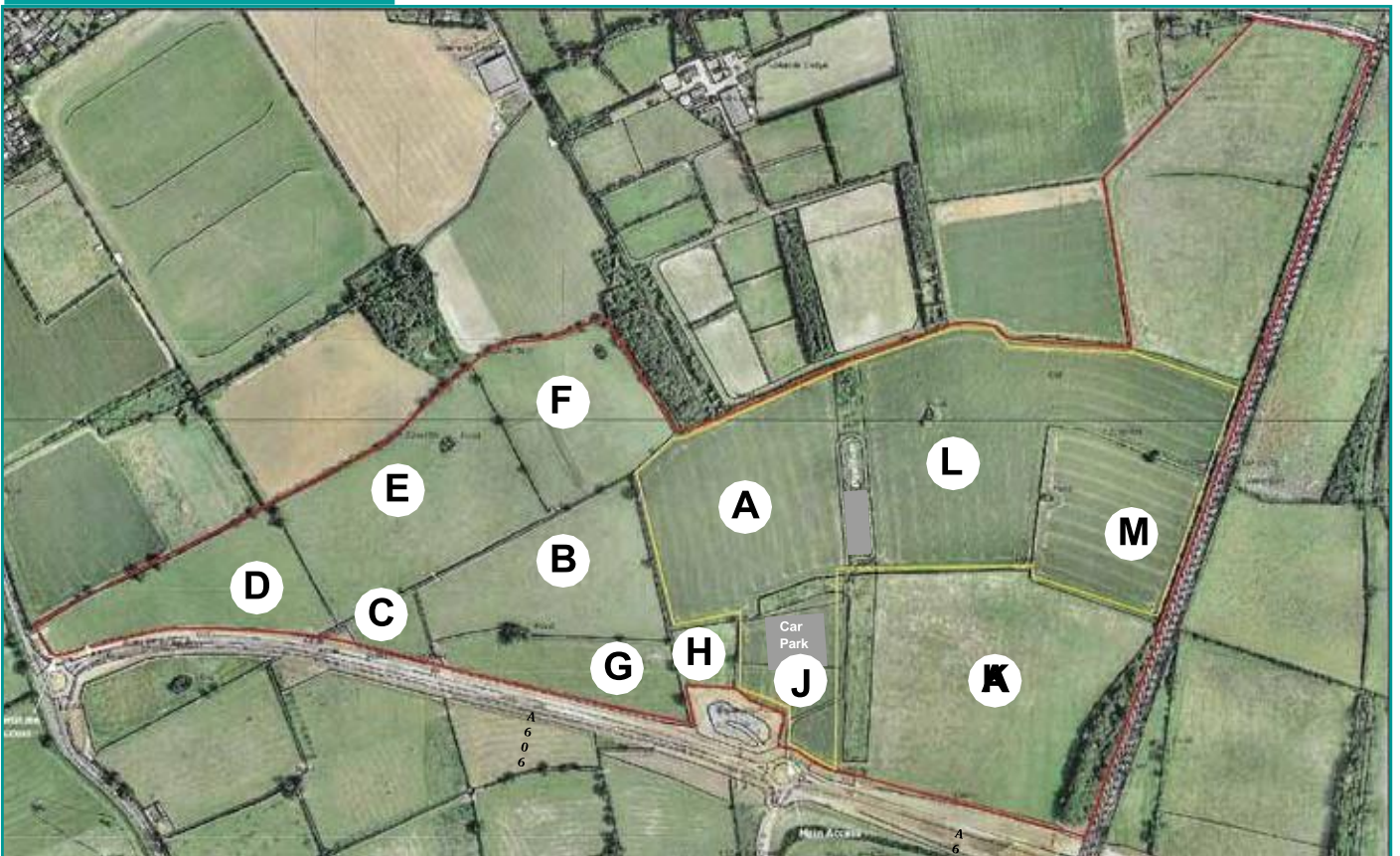
PLEASE SPECIFY FIELD LETTERS See below

SITE LAYOUT SHOW FIELD VIEW



A	14.2 Acres
B	8.6 Acres
C	1.65 Acres
D	8.3 Acres
E	12.85 Acres
F	9.43 Acres
G	4.49 Acres
H	1.41 Acres
J	5.24 Acres
K	18.83 Acres
L	21.35 Acres
M	8.65 Acres

SITE MAP AERIAL VIEW



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YOUR REQUIREMENTS

ROOM HIRE REQUIREMENTS		EXTRAS AVAILABLE AT NO EXTRA CHARGE		ROOM LAYOUT	
RAS Pavilion		Round Tables (12 available)		Clear Floor	
Rugby Club Clubhouse only		Trestle Tables (5 available)		Dinner Dance	
Rugby Club Clubhouse & Bar		Banqueting Chairs (150 available)		Theatre Style	
Patio Area		Flipcharts + pens		Wedding	
RAS Commercial Kitchen (Large serviced finishing kitchen)		EXTRAS (CHARGES APPLY)		Banquet	
Rugby Club Kitchen (Smaller commercial kitchen)		Marquee		Boardroom	
Conference Room (Seats 12)		Portable Stage		Other - please specify	
CATERING & REFRESHMENTS		Dance Floor			
Large Event Catering (A list of preferred caterers will be provided)		Public Address System			
In House Catering (Contact us for menus and quotations)		Radio Microphone			
Tea & Coffee		Lapel Microphone			
Jugs of water		Lectern			
Orange Juice		Multimedia Projector & Screen			
Biscuits		Any Other Requirements			
Times Required					

CONTRACT

I make this application for the hire of The Rutland Showground at the scale of charges currently given. I am aged 18 or over and have read and agreed the Terms & Conditions of Hire. I understand that once this application is confirmed by Rutland Showground Ltd I shall be bound by the Terms & Conditions of Hire.

Authorised Signature: _____

Date: _____

OFFICE USE ONLY

Estimated charges	Date Confirmed		Receipt number	
	Deposit Required		Date Invoiced	
	Date Deposit Paid		Balance Paid	