

Functions at Harlow Rugby Club



Latton Park,
Howard Way,
Harlow, CM20 3FD

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Hello, I'm *Hayley*

Hayley serves as our dedicated event manager and planner. Her role is to guarantee that you have all the resources required to ensure your event is a triumph at Harlow Rugby Club.

I hold the position of Head of Hospitality at Harlow Rugby Club.

With over seven years of experience on the club's hospitality team, I oversee our operations across a variety of events. My expertise extends beyond our in-house activities to include the planning and execution of parties, receptions, corporate networking events, business meetings, memorial services, and community gatherings.

I take great pleasure in the planning process and value the opportunity to collaborate with our clients. Engaging in discussions about their needs and ideas is immensely gratifying. Witnessing the culmination of our efforts as an event unfolds seamlessly on the day of the occasion is particularly rewarding.

In addition to ensuring that your event aligns with your needs and those of your guests, I have compiled a comprehensive list of reliable event suppliers. Whether you require catering, music, decorations, or even a few glow sticks, I am here to assist you.

Regardless of the occasion, I am dedicated to supporting you from the initial planning stages through to the execution of your event. It is paramount for us to provide you with a trustworthy partner who can assist with all your requirements.

We have an exceptional venue and a fantastic team, and I eagerly anticipate welcoming you to our club for our first event planning discussion.

Best regards, Hayley

About the Venue



Welcome to Harlow Rugby Club.

Our contemporary, adaptable, and inviting venue is perfect for hosting a variety of events, including corporate functions, community activities, private celebrations, christenings, and wakes.

Established in 2017, Harlow Rugby Club offers distinctive features and outstanding amenities, making it the ideal backdrop for your memorable occasion.

Nestled in the heart of Harlow Town, Harlow Rugby Club is conveniently accessible and is in close proximity to public transport links and the M25.

Whether you are planning a birthday celebration, a corporate conference, or any other special event, Harlow Rugby Club is committed to surpassing your expectations.

Our venue offers around 8,000 square feet of beautifully crafted event space, featuring two function rooms and an outdoor terrace.

The interior showcases a seamless blend of contemporary architecture and timeless elegance, providing you with a blank canvas to customize your event in a setting that is both welcoming and refined.

Our outdoor terrace areas are spacious and airy, offering ample options for seating, catering, and entertainment.

Property Statistics

Year Built: 2017
Lot Size: 750 SqM
Capacity: 500 people
Parking Area: 120 cars



Discover Our Space





FEATURES & Amenities

Harlow Rugby Club offers a versatile venue featuring both indoor and outdoor event spaces, perfect for a diverse array of functions. Our adaptable blank canvas is prepared to accommodate your specific needs.

Spacious Interiors:

- 100 sqm of adaptable interior space
- Terrace balcony
- Main function room with bar
- Smaller Members Bar
- Presidents Lounge

Spacious Exterior:

- 670 sqm outdoor terrace
- Outdoor bar
- Ample outdoor seating with umbrellas
- Power access for outdoor catering

AV System:

- Capability to display slideshows or presentations in each interior function room
- 4 TVs positioned in the main function room
- 1 TV located in the Members Bar
- 1 TV situated in the Presidents Lounge
- Microphones available for use
- Power access for external speakers

Furniture:

- Our club bar features both square and round tables, complemented by green pleather chairs.
- Round and rectangular tables available for hire
- Chiavari-style chairs for rent
- Tablecloths and chair sashes can be provided

Flexible Layouts:

- Our venue can be customized to suit your event's unique requirements, whether you need theatre-style seating, banquet tables, or open areas for networking.

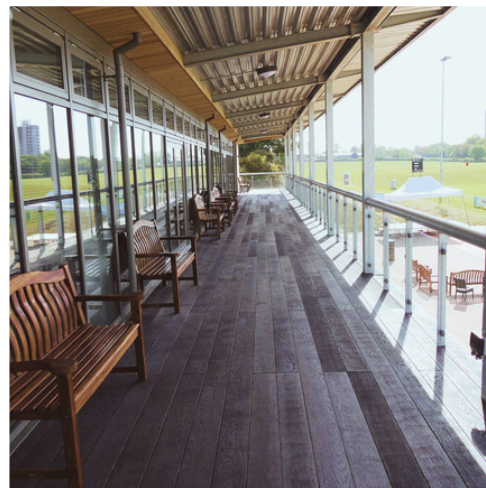
Convenient Location:

- Located in the heart of Harlow Town, Harlow Rugby Club is easily reachable via major highways and public transport options.

Closest Station: Harlow Town

Parking: Accommodates up to 120 vehicles

DAY HIRE *Package*



If you're planning to host a daytime event, our Day Hire package is perfect for you. This package is ideal for community gatherings, daytime parties, and various events.

Package details:

Hire areas: Main Function Room
Hire times: 9am-5pm*
Duration: Up to 8 hours of venue hire time
Guest limit: Up to 120 for Main Function Room
AV system: Access to our sound and TV system**
Furniture: Tables and chairs for up to 120 guests
Catering: Includes tea and coffee
Planning: Event coordinator

Package terms:

Hire hours: Minimum hire of 2 hours required
Setup time: 1 hour before
Catering: Additional options are available***
Prices include VAT

Starting Price:
£70 an hour
(bulk booking discounts available)

*Speak to our team for additional time for setup and pack down

**TV will be placed on club 'quiet mode' if not required

***Minimum 30 guests, can accommodate dietary needs



COMMERCIAL *Package*

If your company or business group is interested in organising a networking event, training day, or corporate function, our Commercial Hire package is the perfect choice for you.



Package details:

Hire areas: Main Function Room and Terrace
Hire times: 9am-5pm*
Duration: Up to 8 hours of venue rental time
Guest limit: Up to 400 with Terrace
AV system: Access to our sound and TV system**
Furniture: Tables and chairs for up to 120 guests
Catering: Includes tea and coffee
Planning: Event coordinator

Package terms:

Hire hours: Minimum hire of 2 hours required
Setup time: 1 hour before, table/event plan required
Paid bar: Available for larger groups if needed
Catering: Additional options are available***
Prices include VAT

**Starting Price:
£1200**

*Speak to our team for additional time for setup and pack down

**TV will be placed on club 'quiet mode' if not required

***Minimum 30 guests, can accommodate dietary needs

EVENT *Packages*



We provide a variety of hire packages tailored to meet the specific needs of your event. Additionally, if you reserve another event within six weeks of your initial booking, you will receive a 10% discount on the second reservation!

Members Bar Hire

Up to 8 hours of hire*
Access to AV system**
Host up to 50 guests
Tables and chairs
Catering available***
Event coordinator
DJ available (£300)

Day (9am-5pm): £350
Eve (5pm-12am): £400
Prices include VAT

Function Room hire

Up to 8 hours hire*
Access to AV system**
Host up to 120 guests
Tables and chairs
Catering available***
Event coordinator
DJ available (£300)

Day (9am-5pm): £400
Eve (5pm-12am): £500
Prices include VAT

Full Venue Hire

Up to 8 hours hire*
Access to AV system**
Host up to 400 guests
Tables and chairs
Catering available***
Event coordinator
DJ available (£300)

Day (9am-5pm): £650
Eve (5pm-12pm): £750
Prices include VAT

*Speak to our team for additional time for setup and pack down

**TV will be placed on club 'quiet mode' if not required

***Minimum 30 guests, can accommodate dietary needs



WAKE *Package*

We are here to provide support during this challenging period. Our team will manage every detail of booking your wake with the highest level of sensitivity, ensuring that your event is filled with meaningful personal touches.



Package details:

Hire areas: Members bar or Main Function Room
Hire times: 12pm-7pm*
Duration: Up to 4 hours of venue rental time
Guest limit: Up to 120
AV system: Access to our sound and TV system**
Furniture: Tables and chairs for up to 120 guests
Catering: Includes tea and coffee
Planning: Event coordinator

Package terms:

Hire hours: 2 hours minimum hire
Setup time: 1 hour before,
Paid bar: Available
Catering: Additional options available***
Price VAT: Price includes VAT

**Starting Price:
£450**

*Speak to our team for additional time for setup and pack down

**TV will be placed on club 'dark mode' if not required

***Minimum 30 guests, can accommodate dietary needs



VENUE

Rules

1

Smoking Policy:

Smoking is not allowed inside the venue or on the balcony. However, designated smoking areas are available on the terrace and at the base of the front entrance steps/ramp.

2

Alcohol and Beverages:

Alcohol consumption is permitted only at events starting after 12 PM. It must be served in a responsible manner and exclusively to guests of legal drinking age. Staff members may request identification from any guest before serving. The unauthorised sale or distribution of alcohol is strictly prohibited.

3

Decorations and Alterations:

You are welcome to personalise the venue to align with your event theme; however, please consult our team for approval regarding significant decorations or alterations. All decorations must be non-destructive and should be removed promptly at the conclusion of the event.

4

Capacity Limits:

To ensure safety, it is essential to adhere to the venue's maximum occupancy, which applies to both indoor and outdoor spaces. Capacity limits will be provided at the time of booking.

5

Clean-Up and Waste Disposal:

It is essential to leave the event space in the same condition as it was originally found. All trash and debris should be disposed of appropriately in designated bins. You can find these bins both inside and outside the club. Please note that failing to clean up may incur additional cleaning charges.

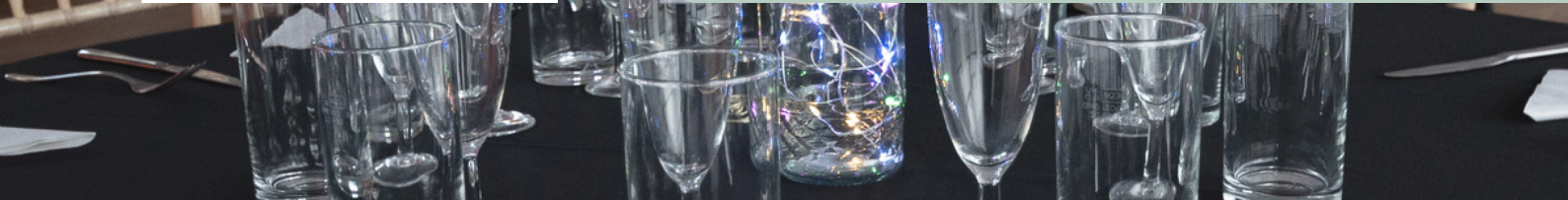
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Damages and Liability:

The client takes complete responsibility for any damage inflicted on the venue's property or equipment during the event. A security deposit will be required to cover possible damages and will be refunded if no damage is incurred.



Booking PROCESS



1

Consultation and Venue Tour

2

Select from Tailored Packages and
Verify Availability

3

Reservation, Signing Contract, and
Deposit Payment

4

Planning, Coordination & Final
Payment

5

Pre-Event Review and Finalising
Setup Arrangements

6

Event Day

7

Enjoy a 10% discount on your next
booking if made within the next six
weeks!

FAQ

Q: What is the capacity of your venue?

A: Our venue can host up to 500 guests with a full venue hire. The members bar accommodates 50 guests, the main function room holds up to 120 guests, and the terrace can also accommodate 500 guests.

Q: What does the rental package include?

A: All packages come with venue access, tables and chairs, access to the bar/café, AV system access, and a minimum hire of two hours. Please refer to your package details for a complete list of inclusions.

Q: Am I allowed to bring my own vendors?

A: Yes, you can bring your own suppliers for photography, decoration, and music. However, outside caterers are not permitted. Catering must be arranged through the club. Sample menus are available for your convenience.

Q: What is the deposit amount, and is it refundable?

A: The deposit amount varies depending on the size and duration of the event. It is required to secure the booking and is refundable according to our cancellation policy stated in the contract. A 50% deposit is required upfront, with the full payment due within six weeks of the event.

Q: Is it possible to tour the venue before making a commitment?

A: Absolutely! We highly encourage all clients to arrange a tour with our team to experience the venue firsthand and discuss your event requirements.

Q: Am I allowed to decorate the venue to align with my event theme?

A: Yes, you may decorate the venue to suit your event theme. However, we ask that you consult with us regarding any significant decorations or modifications to ensure they adhere to safety and venue regulations.

Q: What are your policies regarding rescheduling or cancellations?

A: Our rescheduling and cancellation policies are detailed in the contract. Typically, rescheduling can occur based on availability. Events can be cancelled up to 14 days before the scheduled date, but please note that the venue will retain your non-refundable deposit, as re-booking the venue may not be feasible.

IN CASE OF *Emergency*

Medical Emergencies

Notify Staff:

Please inform our event staff about the situation. They are trained to assist and can contact emergency services if required.

Designated First Aid Area:

We have a designated first aid area equipped with basic medical supplies. Ask our staff for assistance if needed.

Defibrillators:

There are 2 defibrillators onsite, one located under the gazebo on the terrace and the other is in the function room next to the bar.

Fire Emergencies

Notify Staff:

Make sure to inform our event staff about the situation. They are trained to assist and can contact emergency services if required.

Evacuation procedure:

If instructed by staff, please exit through the nearest fire exit or follow their guidance to leave the building. All fire exits are clearly marked. The designated fire assembly point is located in the main car park at the front of the venue.

Additional Needs:

If you or your guests have any special requirements (such as mobility assistance) and need help exiting the building, please inform the staff.

Contact

Name: Harlow Rugby Club

Phone: 01279 429750

Email: enquiries@harlowrugby.club



Our Suppliers

Music and Entertainment



DJ: Floorfiller Events

BAND: Black Cherry Poptart



Decorations and Props



PROPS: Everything2Party

DECOR: Mi Amor Event Decor

HIRE: Evo Bouncy Castles/Soft Play



Photographers



1: Luci Jones Photography

2: Dave Hadley Photography

3: Victoria Broad Photography

Caterers



FORMAL: Magpie Catering

FORMAL: In House Catering Team

PARTY: Ronnies Kitchen

- This list is not comprehensive.
- For additional options or alternatives, please reach out to Hayley.
- Insurance information can be provided upon request.



01279 429750

enquiries@harlowrugby.club

www.harlowrugby.club

 @harlowrugbyclub

 @harlowrufc

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