

NORTH TAWTON BOWLING CLUB

TERMS AND CONDITIONS OF HIRE

1. DEFINITIONS

- a) 'Management' means North Tawton B.C. Management committee or its representatives.
- b) 'Club house' means the building and furniture and equipment that belong to North Tawton B.C.
- c) 'Hirer' means a person over 18 years of age who shall be responsible for ensuring that these terms and conditions will be complied with during the period of hire.
- d) 'Hire Form' means the form titled North Tawton B.C. Hire Agreement.
- e) 'Event' means the hire period, activity or function.

2. PREMISES LICENCE

- a) The Club house is licensed for a maximum 70 people unless special arrangements have been agreed with Management in advance. Hire of the Club house includes use of the furniture and equipment and kitchen utensils (i.e. crockery, cutlery, etc). If the hirer wishes to use the cooker an additional charge will be made to cover the cost of electricity used.
- b) The Club house is licensed for the sale of alcohol to members and guests. Alcohol consumed on the premises must be bought on the premises unless special arrangements are made in advance.
- c) If the bar is required for a function, this must be requested at the time of booking, and will incur an additional fee of £10 per hour; for every £100 of takings during an event the bar hire fee will be discounted by £10, the exact amount of discount will be agreed at the conclusion of the event. The bar will be staffed by NTBC members; no non-members are permitted behind the bar. The bar will close no later than 10.30pm, or 30 minutes before the end of the hire period.
- d) The Club house is open from 08:00 to 23:00 hours; the bar is open from 12:00 to 22:30 hours..

e) APPLICATION FOR HIRE

A Hire Form must be completed and signed by the Hirer and submitted to Management as directed on the attached form. All details contained on the completed Hire Form are part of these terms and conditions. It is the responsibility of the hirer to ensure that all terms and conditions are adhered to.

3. ACCEPTANCE OF HIRE

Management will confirm the hire period and cost by sending the Hirer an invoice for the hire amount.

Management reserves the right to refuse any application for hire without giving due reasons, and has the right of entry to the Club house at any time.

PLEASE NOTE Hirers are required to ensure that guests KEEP OFF THE GREEN at all times.

4. DEPOSITS

A deposit of £20 is required to be paid at the time of submitting the Hire Form for all private functions and non-affiliated organisations. The deposit will be held pending satisfactory inspection of the Club house by Management following the hire period or cancellation of hire. Within 7 days following the hire period and satisfactory inspection of facilities, deposit monies will be returned.

5. HIRE COST AND PAYMENT

The hire cost will be based on the period stated on the Hire Form and the current rate on the date of the hire. The hire period must include time for set up prior to the function and completion of cleaning after the function, including time spent by club members where assistance with setting out furniture has been requested. Management reserves the right to alter hire rates and terms and conditions without prior notice.

6. CANCELLATION

If the Hirer cancels the event not less than 7 days prior to the start of the hire period, at Management's discretion any deposit paid may be refunded. Cancellation of hire by the Hirer 7 days or less prior to the start of the hire period may result in the deposit to be forfeited. If the hire is cancelled or refused by Management any monies paid will be refunded immediately after notification of such cancellation.

7. SECURITY

The Hirer is to contact Management before the hire date to arrange access to the premises. If a club member is not on site during the hire period, at the end of the function the Hirer is required to remain on site until a club member arrives to lock up.

8. CONDITIONS OF USE

- a) To avoid nuisance to adjacent residents, the entry into and exit from the premises should be carried out as quickly and quietly as possible. Functions involving live music or amplified sound must have all Club house external doors and windows kept closed; the event must end and the Club house be vacated by midnight.
- b) Visitors arriving by car are requested to park in the car park at the rear of the Club house.
NOTE North Tawton Bowling Club accepts no responsibility for any damage to, or loss from, vehicles parked within Club grounds.
- c) At the end of the hire period, all furniture and equipment is to be returned to its normal place, the Club House is to be left in a clean and tidy condition and all rubbish from inside and outside the premises removed from site. NOTES: This excludes empty cans and bottles from the bar. Black rubbish bags, if needed, can be found under the kitchen sink.

9. FIRE, HEALTH & SAFETY

- a) The Hirer must ensure compliance with all regulations issued by Management and Local Authorities pertaining to fire, health and safety during the period of the hire.
- b) Smoking and electronic cigarettes are NOT allowed anywhere within the Club House.
- c) All exits within the Club House must be kept free from obstructions to enable quick and easy evacuation. It is essential that the Hirer makes themselves aware of the location of emergency exits and the procedures to be followed in the event of an emergency.
- d) Highly flammable or explosive substances shall not be brought into or used in any part of the premises. Internal decorations of a combustible nature (e.g. polystyrene, cotton wool) should not be erected.
- e) No fittings, electrical circuits or central heating thermostats may be moved, changed or interfered with.
- f) Additional heating appliances must not be used on the premises without Management consent.
- g) All spillages on floors and tables must be immediately cleaned up.
- h) No animals whatsoever are permitted in the kitchen at any time.
- i) Outside barbecues are only permitted by special arrangement and prior agreement.

10. LIABILITY & LOSS OF/DAMAGE TO PROPERTY

Any loss or damage to Club property during the hire period may result in the forfeit of the deposit and or a claim against the Hirer for repair or replacement costs. Should any damage or breakages occur, please notify Management as soon as possible to facilitate repair or replacement. Management does not accept liability or responsibility for damage to or loss of anything which is not the property of North Tawton Bowling Club.

NORTH TAWTON BOWLING CLUB

HEALTH AND SAFETY POLICY STATEMENT

Our statement of general policy is:

1. To provide and maintain a safe environment including the building and its equipment;
2. To provide adequate control of the health and safety risks arising from Club activities;
3. To prevent accidents in and around the Club premises
4. To consult with Club users on matters affecting their health and safety;
5. To ensure safe handling and use of substances;
6. To provide information and instruction to Club users;
7. To maintain safe and healthy conditions; and to review and revise this policy as necessary at regular intervals.

Signed: (Chairman)

Date: March 2019

Review date : March 2020

NORTH TAWTON B.C.

HIRE AGREEMENT

PLEASE NOTE: All bookings are subject to the approval of the Management Committee

HIRER DETAILS

Name		Tel No	
Address			
E-mail			

Is the hirer over 18 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you hiring on behalf of a club / group?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state club / group here		

Type of function to be held	
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Is the bar required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Date required (if hire is required for more than one occasion, please give a schedule of dates and times)	
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Time required from		Time required to	
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FEES

Hire rates
£10 Per hour (minimum 2 hours)
Bar - £10 per hour (For every £100 taken over the bar at a function, £10 will be deducted from the bar hire charge)
Deposit – payable in advance: £20

CONFIRMATION OF BOOKING

By signing this document you are agreeing to abide by the terms and conditions of hire as detailed on the attached sheets – please read them carefully.

I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE
Signature..... Name (Please print).....

Please now return this completed form to our Booking Secretary:-

Pam Davis, 17 Gostwyck Close, North Tawton, EX20 2HR

Or contact Pam on 01837 82496, pamdavis51@icloud.com

On receipt of this booking form we will send you an invoice which will include the deposit. The deposit is payable in advance, the balance of the invoice is due no later than the date of your function.

If you decide not to go ahead with your booking, please advise the Bookings Secretary as soon as possible.