



The Clarkston Bowling & Tennis Club

HALL BOOKING Conditions of Let

- It is a requirement of the club constitution that the letting of the clubs facilities is only available to its members.
- Any person wishing to let the club halls, who is not a member will be required to apply for membership of the club. At a minimum social membership is required. This costs £24.00 (including VAT) and an application form is attached.
- Family and friends of any club member are allowed to book the hall providing the club member is prepared to accept responsibility for the conditions of the let as set out below.
- The person agreeing the let is responsible for completing and signing the booking form and ensuring that the conditions set out below are adhered to by all their guests.
- The club is unable to accept functions for 18th Birthday celebrations

Signing In

- It is a condition of our license that all non-members of the Club are signed in by a Club Member. A book will be provided at the entrance to club. It is the responsibility of function organiser to ensure that a record of those attending is completed

Capacity

- The capacities of the Main Hall (80) and 'Winnie Shaw' Lounge (40) should not be exceeded.

Time & Purpose

- The clubhouse shall only be used for the purpose stated on the application form. Events must not be advertised as open to the general public, without prior written consent of the Club.

Right of Entry

- Members of the club have access to the clubhouse at all times. Access is limited to the use of the bar, toilets & changing rooms for the duration of any hall let.

Smoking

- Under no circumstance is smoking permitted in the clubhouse. The person agreeing the let is required to ensure that all guests adhere to this policy. Non-compliance may result in individuals being fined.

Fire Exits

- The person agreeing the let undertakes to ensure that all fire exits are kept clear, no chairs or obstructions should be placed in corridors and fire appliances are not tampered with or removed from sited positions.

Setting Up

- By prior arrangement and subject to club fixtures and activities, the person agreeing the let may gain early access to the clubhouse in order to set up the function room.

Cleaning

- The person agreeing the let shall leave the clubhouse in a clean and orderly condition at the end of the event. All decoration should be removed and litter removed from the floors.
- All rubbish must be removed from the premises at the end of the function. Rubbish sacks may be deposited in the Club's waste bins.

Kitchen

- Use of the kitchen and its contents is permitted during the hours of a function. At the end of the function the kitchen surfaces, sinks, and appliances must be left in a clean condition; the cutlery and crockery (if used) replaced in the cupboards; and the dishwasher drained and wiped.

- Please note due to health and safety requirements the kitchen does not have any knives.

Caterers

- Caterers used by hirers must produce documentary evidence of public liability insurance and the hirer accepts full responsibility for obtaining this evidence.

Leaving

- All persons should be off the premises no later than 30mins after closing time.
- Due to the Clubs proximity to local residential properties the person agreeing the let is responsible for ensuring that guests leave the building quietly, causing minimal disruption to our neighbours.
- We would also ask that you ensure no guest walks on the bowling green as this can damage the playing surfaces.

Bar Facilities & Licence

- The bar will be closed at an agreed time, but no later than 12:15am. Last orders will be called 15 mins prior to bar closing.
- Bar facilities are available during the day upon request and subject to licensing laws.
- Alcohol will not be served to people under the age of 18 and the club reserves the right to ask for personal ID.
- It is a condition of our license that drinks must be consumed on the premises. The person agreeing the let is responsible for ensuring that no glass bottles or containers are taken outside the clubhouse. Guests wishing to drink outside should have their drinks transferred to plastic containers (available from bar)
- **Unless otherwise agreed, in writing by the Club, all alcoholic beverages must be purchased through the Club. The hirer undertakes to ensure that neither their caterers nor the guests attending the function bring in any drink purchased from an external source.**
- **CHALLENGE 25:** Effective from 1/10/11 the Club is obliged to ascertain the age of anyone who looks under the age of 25. There will be notices in the bar to highlight this fact.

Bar Stocking

- It is the responsibility of the person agreeing the let to contact the Club Secretary at least two weeks before the event to discuss specific bar requirements in order that the necessary supplies can be ordered.

Private Property

- No responsibility can be accepted by the Club for the loss of/or any damage to property which may be brought onto the premises as a result of the let.

Charges, Cancellation

- The cost to let the hall allows the club to cover the costs associated with cleaning, power, etc
- The hall booking fees for:
 - Evening function £80.00+ VAT (**£96.00**)
 - Daytime function (without the use of the Bar) £40.00+ VAT (**£48.00**)
 - Daytime function (with the use of the Bar) £80.00+ VAT (**£96.00**)
- Bookings are not confirmed until all payments/memberships have been received and cleared.
- Any cancellations received less than 28 working days before the let will result in the forfeit of any Donation.
- Any cancellations received less than 7 working days before the let will result in the forfeit of any Security Bond
- Membership fees will not be reimbursed

Security Bond

- A £100 returnable security bond is required to cover possible damage and loss of income from late cancellations. This should be paid by separate cheque at the time of let. The person agreeing the let will be advised of any damage immediately after the function. The security bond cheque will be returned seven days after the let, subject to the following.

“The person agreeing the let undertakes to be responsible for any loss, damage or breakage of the club's property or equipment as a result of negligence by themselves or their guests. The cost of making good any such loss or breakage will be deducted from the security deposit. In the event that the cost of damage exceeds £100, the person agreeing the let will be responsible for reimbursement of the balance to the club”