

# TERMS & CONDITIONS FOR CLUBHOUSE HIRE

These conditions apply to use of the clubhouse by hirers whether daytime or evening, including children's parties and groups, and whether or not the bar is being used.

The Clubhouse Bookings Coordinator reserves the right to decline hiring applications and to cancel any bookings. We will endeavor to give as much notice as possible in such situations.

## HIRER

The person making the booking must be at least 25 years of age.

## FACILITIES

1. Tables and chairs are available to hirers but must be returned to their original positions at the end of the booking. The laying-out for functions is the responsibility of the hirer and access arrangements should be agreed with the Clubhouse Bookings Coordinator for this purpose. (This time will not be charged for, but should be restricted to a reasonable period, typically not more than 30 minutes, so as not to restrict other uses). If the hirer is not a Club member, access arrangements for the function need to be agreed with the Clubhouse Bookings Coordinator.
2. The kitchen is equipped with a fridge/freezer, an induction hob, two ovens and a microwave. No additional cooking equipment is accepted on the premises such as deep fat fryers. The Clubhouse is only licensed for the preparation of food. Hirers, and/or their caterers, may bring in previously prepared food and are welcome to use these appliances to reheat food, as necessary.
3. The use of the crockery, cutlery, tea towels, etc., can be included in the hire. The numbers required, can be checked on arrangement of the booking.
4. There are washing-up facilities, and the kitchen must be left in a clean and tidy condition. Hirers are asked to check water taps are fully turned off in the kitchen and toilet areas upon departure.
5. The Club's tablecloths may be used by arrangement but must be laundered by the hirer or a laundering charge paid.
6. There is an adjacent car park which can be used by hirers and their guests, it is a public car park with shared usage by other premises. Space cannot be guaranteed or reserved.
7. The Club is heated to a reasonable standard and hirers are asked not to adjust the heating thermostat.

## HIRER'S RESPONSIBILITIES

8. It is the hirer's responsibility to ensure the safety of children & vulnerable adults while using the clubhouse facilities. A copy of Prestbury Tennis Safeguarding policy is displayed on the internal notice board for reference.
9. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
10. Fire safety policy, it is the responsibility of the hirer to familiarize themselves with the fire safety information pack provided during the booking confirmation, a copy is also displayed on the clubhouse notice board. Smoke alarm, fire extinguishers and the fire blanket are fitted/situated in the kitchen. Clear access to the emergency exits must be maintained at all times.
11. No smoking (tobacco or e-cigarettes) is allowed in the clubhouse, but smoking is permitted in the covered area immediately outside the entrance door. Hirers are requested to ensure the safe deposit of cigarette ends in a tidy and responsible manner, so as not to cause a fire.

12. No candles or other naked flames are allowed in the clubhouse. (LED candles are a suitable, safe alternative to standard candles if required.)
13. Hirers are responsible for ensuring that the Clubhouse is left clean and tidy after use. Any tables used should be wiped clean before storing and care taken in any stacking to avoid scratching of table surfaces. Normally, cleaning up must be done immediately after the function unless arrangements are made with the Clubhouse Bookings Coordinator for access at a later date.
14. On leaving the building, hirers must ensure that all lights are switched off and the Clubhouse doors and outer gate are closed. There is an automatic light outside the building to enable safe departure. Hirer's are requested to consider the local residents when leaving the venue and ensure noise is kept to a minimum.
15. No nails, screws, bolts, tapes, blu-tack or similar products may be driven into or stuck onto walls & fixtures of the clubhouse. The cost of any damage caused to Club property by persons attending a private function will be borne by the hirer.
16. Hirers intending to use the bar or provide regulated entertainment must apply for a Temporary Events Notice-Licensing Act 2003: for the sale/supply of alcohol, prevention of crime & disorder, public safety, public nuisance and the protection of children from harm at a Council fee of £21 to be paid in advance. The Clubhouse Bookings Coordinator will provide and serve the appropriate forms on your behalf at least one month prior to the event to meet the period of notice with the Council.
17. The named hirer on the Temporary Events Notice (TEN) is responsible, as the premises user to display the (TEN) notice and uphold the Challenge 25 policy e.g., not serving minors, not serving anyone who is inebriated, closure of the bar at the stipulated time and the "drinking-up" time (20 minutes).
18. Hirers are not permitted to bring alcoholic drinks onto the premises. Any bar requirements, to be discussed with the Clubhouse Bookings Coordinator at the time of booking, such as champagne toasts where a corkage charge of £40, to be paid in advance with the hire charge, will be applied. The hirer is responsible to ensure any unopened bottles are taken away at the end of the hire period.
19. Nominated Bar staff will be provided by the Club. Payment for their services is to be made directly to the bar staff at a rate advised at the time of booking by the Clubhouse Bookings Coordinator and should include one hour for setting-up/close-down.
20. The latest permitted bar closing time is 11pm Sunday to Thursday and midnight on Friday and Saturday.
21. The premises to be cleaned and cleared half an hour after the bar closes.

#### **HIRE CHARGE**

The hiring charge covers the Performing Rights Society fee for functions involving live music or disco

The hire charge is £25 per hour, including VAT, minimum hire time of 2hrs (excluding any additional cost of a Temporary Event Notice, bar staff, cleaning, laundering, etc.). There is a 50% discounted rate for charitable bookings.

There is no hourly hire charge for members of the Club when using the bar at the function. The Council charge of £21 is required for the Temporary Event Notice and must be paid prior to the event. Bar staff are to be paid separately on the day of the event. Members' functions not using the bar will attract the full hire charge of £25 per hour.

A cancellation charge is applicable should a booking be cancelled within 4 weeks of the event.

Payment is required 2 weeks in advance of the hire. Exceptions to this can be discussed and agreed with the Clubhouse Bookings Coordinator at the time of making the booking.

An invoice for the full hire cost will be issued to the hirer with details as to how and when payment is to be made. The invoiced costs will include - deposit, hourly hire charge, Temporary Event Notice fee, bar staff rate, post-event cleaning where applicable.