

Kings Newton Bowls Club Facility Hire Policy

General guidelines

1. The facilities will not be available for events while any competition or league bowling is scheduled to be played. If the club needs to re-schedule competition or league matches the Committee reserve the right to cancel any organised events.
2. The room has space to seat 30 to 40 people.
3. Gazebos and outside seating are available.
4. The bar is well stocked with wines, spirits and real ale can be available if required by event hirers.
5. If the bar is open, then consumption of drinks other than those purchased at the club is not permitted.
6. Only appointed members of the club are permitted to run and serve at the bar.
7. Club bowls sets are available if required.
8. Flat soled shoes or bare feet only on the green. No animals are allowed on the green.
9. Any reasonable request will be considered by the Committee e.g. decorating of premises, barbeque, music.
 - a. Requirements agreed must be recorded on a copy of this document and will be provided to the hirer to sign.
10. The club will not accept liability for any loss of personal property, damage to personal property or for personal injury (except where the Committee accept that the club has been negligent).
11. The Committee reserve the right to refuse any request for hire without providing a reason.
12. An event controller will be appointed by the Committee, this person will usually be a current club member and will attend for the duration of an event (handover to other event controllers may be required for longer events). If the event controller considers any behaviour or actions of attendees to be inappropriate, then offending people may be asked to leave and/or the event terminated. Examples of inappropriate behaviour include, but are not limited to:
 - a. Excessive noise outside past 10:30 pm that may upset neighbours.
 - b. Use of foul or abusive language.
 - c. Violence.
 - d. Illegal drug use.
 - e. Indecent behaviour.
13. If an event is terminated, then no refunds will be given unless approved by the Committee at the next scheduled Committee meeting. The Committee decision is final.
14. The club bar will stop serving 30 minutes before closing time and all attendees will be required to leave at or before closing time. Normal closing time will be 11:30 pm but, at the sole discretion of the event controller, this closing time may be extended.
15. All hiring fees to be paid in full prior to the event starting.
16. A signed copy of this document must be provided to the club secretary or event controller prior to the event starting.

Responsibilities of organisers and hirer

1. The club facilities must be left as found (room, green, grounds and all club equipment).
2. The room and grounds must be left tidy.
3. All rubbish generated by the event to be removed from site (not including bar empties).
4. All breakages and damage must be paid for within one month of the event.
5. The safety of people attending the event is the responsibility of the organiser.
6. Children must be supervised at all times.
7. Behaviour considered to be inappropriate by the club's event controller must be prevented and stopped immediately.

Hire options and charges

1. If you are holding an event that requires people attending to either be invited or to pay to attend, then you shall pay the club £25 for six hours or less for continual use of the room.
 - a. If the event is scheduled to extend beyond six hours, then a further charge of £25 will be required.
 - b. Attendees will not be permitted to use the bowls green unless the green is open (March to October), they are full club members or each person using the green pays the £2 green fee (only payable if you have bowled on our green previously i.e. first time is free).
 - c. The bar can be opened and staffed for the duration of the event, this is included with the hire of the club.
 - d. Your own food can be served and you will have full use of the club kitchen and equipment.
 - e. The event duration does not include the time you need to set up and we can open up early to allow you to do this.
 - f. If the event is to raise money for registered charities, then the £25 fee may be waived at the discretion of the Committee.

2. If you are holding an event that has no admission charge and no restrictions on who can attend, then the club requests that the organisers consider a donation.
 - a. Attendees will not be permitted to use the bowls green unless the green is open (March to October), they are full club members or each person using the green pays the £2 green fee (only payable if you have bowled on our green previously i.e. first time is free).
 - b. The bar can be opened and staffed for the duration of the event, this is included with the hire of the club.
 - c. Your own food can be served and you will have full use of the club kitchen and equipment.
 - d. The event duration does not include the time you need to set up and we can open up early to allow you to do this.
 - e. If the event is to raise money for registered charities, then a donation for club hire will not be expected.

Requirements

Please indicate your requirements in the tables below and write any special requirements in the space provided. When this is complete you should provide a printed or email copy to the Club Secretary (KingsNewtonBowlsClub@gmail.com). You will be informed of the Committee decision within 7 days of submitting your request.

Requirement	Required yes or no
Bar	
Barrel of draught ale	
Gazebo / outside seating	
Will you be providing food	
Will you want the green and bowls sets to be provided	

Event Details	
Date of event.	
Start time.	
Expected end time.	
Number of people attending (rough numbers will suffice).	
Is this an event to raise money for a registered charity (if yes then which)?	
Are there any restrictions on who can attend this event?	
Do people need to pay for this event (other than contributing to food)?	
Based on the options described above – do you feel a payment is required?	
Do agree to the terms described in this document?	

Please describe the event briefly e.g. family Christening, birthday party, meeting

Your Contact Details	
Name of hirer (this is the person responsible for ensuring the terms described in this document are met)	
Address of named hirer	
Phone number of hirer	
Hirer signature accepting the terms in this document	
Club Committee Member signature (this is signed when all terms and requirements are agreed).	