# BOUNDS GREEN RECREATION CLUB LIMITED: TERMS AND CONDITIONS OF HALL HIRE

## Hiring Club facilities

Bookings will only be accepted following receipt of a signed hiring form and payment of the deposit.

Payment of the balance of the cost of the hire must be made at least two weeks prior to the hire event, otherwise the Club may cancel the booking and the deposit shall be forfeit.

The person signing the form shall, for the purposes of these Terms and Conditions, be deemed to be the Hirer. No transfer of bookings will be allowed.

The facilities may only be used for the purposes and period stated on the form, unless the Hirer has obtained the prior written consent of the Club.

## Deposit

A deposit of £100 will be required, payable when the booking is made.

Subject to the Hirer complying with these Terms and Conditions, the Club will contact the Hirer as soon as possible after the hire event and refund the Hirer’s deposit in full within two weeks after the date of the hire event.

The Club may withhold all or part of the deposit if the Club incurs costs for putting right damage or having to tidy and clean the premises to restore them to their condition before the hire event.

## Cancellations

The Club reserves the right to refuse any bookings and also to cancel any booking upon grounds which will be communicated to the Hirer. In the event that the Club cancels a booking, it will do so in writing and either refund all fees already paid or offer alternative dates. The Club shall not be liable for any loss sustained by the Hirer as a result of any such cancellation.

Cancellations by the Hirer should be notified to the Club in writing. If the Hirer cancels a booking less than four weeks before the hire event date, the Club may retain some or all of the Hirer’s deposit.

## Use of the Club facilities

Hiring club facilities gives the Hirer and his guests exclusive use of the hall and, where also hired, the kitchen, for the duration of the event. The Hirer and his guests may also use the bar area for ordering drinks and also the toilets, although these facilities may also be used by Club members and their guests.

During the hire event, the bar will be open and fully staffed:

1. For evening bookings, from 7pm until 15 minutes before the end of the hire event and in any case no later than 11.40pm;
2. For daytime bookings, for up to four hours.

With the exception of guests helping to clear up, guests must vacate the premises in an orderly fashion within 30 minutes of the hire event’s end.

Setting up the hall is the responsibility of the Hirer. The Hirer may use any of the tables and chairs in the storage room at the Club and set these up as the Hirer wishes. The basic booking fee includes time for setting up, including using the kitchen for food preparation and storage where this has also been paid for:

1. For evening bookings, for up to 3 hours;
2. For day-time bookings, for up to 2 hours.

Setting up times are to be agreed with the Club when the booking is made, but will usually be the 2 or 3 hours before the event is due to start. If more setting up time is needed, this needs to be agreed with the Club and an additional cost will be payable.

## Clearing up and cleaning

At the end of the hire event, other than the bar itself and the collecting of glasses, which are the responsibility of the Club, the Hirer must tidy up the hall, including removing any decorations and equipment that he brought. The Club will arrange for chairs and tables to be put away and for the hall to be cleaned.

Where the kitchen has been hired, the Hirer must tidy up and clean the kitchen, including washing and drying crockery, cutlery etc, so that the kitchen is left in the same state as it was before the hire event.

Clearing up after a hire event, including cleaning up in the kitchen where applicable, should be planned for by the Hirer and should take no more than 90 minutes for evening events and no more than 1 hour for day-time events.

## Maximum number of guests

The maximum number of guests shall be 100. The Hirer is responsible for ensuring that this limit is observed.

## Drinks

With the exception set out below, only alcoholic drinks bought at the Club bar may be consumed at the hire event, unless agreed in advance with the Club. The Club reserves the right to deduct money from the Hirer’s deposit where guests consumer alcoholic drinks that have not been bought at the bar (or where no corkage fee has been paid, in the case of wine).

Wine may be brought in by the Hirer and consumed by guests, subject to the payment of a corkage fee of £5/bottle consumed, with the Hirer paying the Club in advance and being reimbursed the corkage fee at the end of the evening for any bottles not actually opened.

There is no corkage fee for soft drinks.

## Music

The Hirer may use the Club sound system to play music, but is responsible for ensuring any devices can be wired into the Club’s speakers.

Recorded music must be turned off no later than midnight on Saturdays and Sundays, or 11pm on other evenings.

Live music is subject to agreement with the Club.

External doors must be kept shut at all times. The Club will not tolerate noise nuisance for neighbours.

## Damage to premises or equipment

The Hirer shall be liable on demand for:

1. The Club’s costs of putting right any damage caused by the Hirer or his guests to the premises’ fixtures, fittings, furniture and any equipment or articles provided within the Club premises;
2. The Club’s costs of tidying and cleaning up to restore the Club’s premises to the condition they were in prior to the Hirer’s use of them, incurred because of the Hirer’s failure to carry out his responsibilities for clearing up and cleaning under these Terms and Conditions.

In the first instance, any such costs incurred by the Club shall be deducted from the Hirer’s deposit.

## Injury to persons and damage to property

The Club will not be held responsible for any damage or loss of goods, property or equipment or for personal injury (except in the case of negligence by the Club) on the Club's premises or land, howsoever caused. The Hirer shall indemnify the Club against any claims which may be made in respect thereof.

Any accident must be reported to the Club as soon as possible after its occurrence, but in any event, prior to departing from the Club premises and details must be recorded in the Club’s accident book.

## Decorations and fixings

No screws or nails shall be driven into walls, floors or ceilings of the premises or its fixtures and fittings.

No decorations, flags, emblems, posters or any other loose articles may be fixed by any other means to walls, floors, ceilings, fixtures or fittings without the prior agreement of the Club.

## Disorderly or dangerous conduct

The Hirer shall not allow any disorderly, dangerous or improper conduct, or conduct which may endanger personnel, equipment, fixtures or fittings provided within the Club's premises, during the hire event.

The Club may order the immediate, total or partial, clearance of the premises, if it considers such action to be necessary.

## Fire alarm

The Hirer shall help ensure that all guests evacuate the premises and assemble in the Club car park if the fire alarm is sounded during a function.

## Car park

The Hirer and his guests may use the Club car park when setting up, attending or clearing up after the hire event.

All vehicles and property are left in the car park entirely at the owner's risk and the Club will not accept responsibility for any loss or damage howsoever caused except where arising from the Club's negligence.

The Hirer shall ensure that all vehicles are parked so that pedestrian and vehicle accesses are not obstructed.

**Please note that the only vehicle entrance into the club is via Goring Road, N11 2DD** – turn left by the red pillar box, as you are driving towards Westbury Road. **Please let your guests know that there is no vehicle access directly off Brownlow Road – this is a narrow alley for pedestrians only.**

## Compliance with conditions

In the event of the refusal to comply with these conditions or any reasonable instructions given by the Club, the Hirer and any persons attending the hire events may be excluded from the premises.

## Complaints

Any complaint connected with the hire of the premises should be made to the Club within seven days of the hire event.

HALL HIRE RATES, AUGUST 2023

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| Hall hire – non-members | £500 |
| Hall hire – members | £300 |
| Children’s party – non-members | £250 |
| Children’s party – members | £150 |
| Use of kitchen for setting up and during event | £60 |
| Additional hourly rate for earlier start for evening booking | £60 |
| Additional hourly rate for children’s parties | £60 |
| Additional hourly rate if more set up time needed, including for use of kitchen | £40 |
| Corkage | £5 per bottle of wine |

In addition, a deposit of £100 must be paid to confirm a booking, returnable in full within two weeks if the booking goes ahead and hirer complies fully with the terms and conditions of hire.

NOTE: The member discounts above are for adult bowls and tennis members. Social members need to be members for a year or more to get a discount, which will be limited to 10% of the hire fee.

METHODS OF PAYMENT

Cheques should be made payable to **Bounds Green Recreation Club Ltd**

Bank transfer: Virgin Money: Sort code: 82-19-74, Account number: 10292234. Payee: Bounds Green Recreation Club Ltd. Please put your **SURNAME\_HALL HIRE** as the reference.

Note: If paying by bank transfer, please email admin@bgbtc.co.uk with a screensave of your payment confirmation.