

# **CHELTONHAM WHADDON BOWLING CLUB**

WHADDON ROAD, CHELTENHAM, GL52 5NA

Telephone: 01242 570747 E-mail: cheltwhaddonbc@gmail.com

Affiliated to: Bowls England, Gloucestershire Bowling Association

## **REQUEST TO HIRE CLUB FOR FUNCTIONS**

Name /Description of event: \_\_\_\_\_

Date of hire: \_\_\_\_\_ Time: \_\_\_\_\_

Organiser name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone no: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Approx No of people attending: \_\_\_\_\_

*Fire regulations permit a maximum of 120 people in the club buildings for any event.*

Do you require use of kitchen for food preparation?      Yes        No   

*Arrangements can be made to allow caterers in before event if needed.*

Any other special requirements (e.g. need to arrive early to decorate room or to prepare food):

Do you require use of the bar for your event?      Yes        No   

*Please note that only approved club members may serve at the bar. If you require the bar for your event, the club charges £50 for providing bar staff.*

### **Cost of Hire:**

*We are not permitted to charge for the hire of club rooms but would ask you to consider making a suitable donation to club funds.*

**Bar Staff:**      **£ 50** (*delete if not required*)

**Donation:**      **£**

**Total to pay:**      **£**

*The preferred payment method is by bank transfer to Cheltenham Whaddon Bowling Club to Account No. 90234338, Sort Code 40-17-10, using your event name & date as a reference. You may also pay by cheque payable to Cheltenham Whaddon Bowling or by cash at the club. We are happy to accept payment in advance or on the day.*

I confirm that I have read the safety advice and will abide by the terms and conditions of hire as set out on page 2 of this form

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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## **CONDITIONS OF HIRE**

1. At the end of the event the club will be cleaned, all refuse removed or placed in bins, tidied and left in the same condition as it was at the start of the event.
2. For evening events the club will normally open at 7.00pm and the bar will close at 11.30 pm (unless otherwise agreed). Events at other times as agreed.
3. No charge is to be made by the organiser(s) of the private function to those attending.
4. Damage to the property will be paid for by the organiser(s).
5. In the event of disturbance or possible danger to bar staff, staff will close the bar and, if necessary, call the police.
6. The club cannot be held responsible for damage to vehicles in the club car park or the football club car park.
7. Unless previously agreed, the green is strictly out of bounds to anyone attending an event, any persons found on the green will be asked to leave the premises.
8. Ensure that the club is locked and secure at the end of the event.

## **SAFETY ADVICE**

- In the event of a fire, shout “Fire” and evacuate by the nearest safe exit.
- Make sure that you know the location of fire exits (main door, end of skittle alley, door to green) and direct attendees to the nearest safe exit.
- Fire extinguishers are located in the skittle alley (below blackboard), behind the bar and in the kitchen.
- In the event of an emergency the assembly point is at the end of the club car park.
- If present, bar staff (club members) will check that all attendees have left the building, otherwise the organiser(s) will be responsible for doing so.

For Club use only:

AGREED BY COMMITTEE ON.....