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# Great Hollands Bowls Club



## Hire of Clubhouse

Version 2

Great Hollands Bowls Club,  
Recreation Ground,  
South Road,  
Wokingham,  
Berkshire,  
RG40 3EE  
Tel : 01344 300105

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**Version 1 - Draft**

New document prepared for discussion by the Executive Committee.

Date of Issue : 01-May-2011

**Version 1**

Changes agreed at the Executive Committee meeting held on 6<sup>th</sup> May 2011

Paragraphs 2.g, 3.b, 3.c and 4.b removed.

Paragraphs 3.a and 4.d minor rewording.

Date of Issue : 26-May-2011

**Version 2**

Changes agreed at the Executive Committee meeting held on 15<sup>th</sup> September 2011

Paragraph 2.b amended to allow hire by immediate next-of-kin for post-funeral events.

Paragraph 2.f amended to reinstate a reduced hire charge for post-funeral events.

Date of Issue : 27-Oct-2011

## **1. INTRODUCTION**

This document specifies the circumstances and rules under which the Clubhouse of Great Hollands Bowls Club may be hired for private use, and the procedure to be followed for making a booking for hire of the Clubhouse.

## **2. CONDITIONS OF HIRE**

- 2.a. The Clubhouse shall only be available for hire when no other bowls-related events are taking place. It shall be the hirer's responsibility to verify availability by reference to the Club Fixtures Diary, the Rink Book and the Clubhouse Diary.
- 2.b. The Clubhouse shall only be available for hire by members of Great Hollands Bowls Club or, in the case of a post-funeral event, the immediate next-of-kin of the deceased. For the purposes of this document, the immediate next-of-kin are defined as follows :-
  - Spouse,
  - Brother or Sister,
  - Son or Daughter.
- 2.c. The hirer shall remain at the Clubhouse at all times during the event.
- 2.d. The Clubhouse shall only be hired for social events. Use of the Clubhouse for financial gain is not permitted.
- 2.e. For events other than those related directly to funerals of Club members or past Club members, a hiring fee shall be payable by the hirer. The amount of the hiring fee will be set by the Executive Committee from time to time, and displayed on the application form for hiring the Clubhouse.
- 2.f. For events related directly to funerals of Club members or past Club members a reduced hiring fee shall be payable by the hirer to cover the cost of electricity. The amount of the reduced hiring fee will be set by the Executive Committee from time to time, and displayed on the application form for hiring the Clubhouse.
- 2.g. The hirer shall be liable to pay the costs of making good any damage to, or breakage of any item of Club property.

## **3. USE OF KITCHEN**

- 3.a. The kitchen shall only be used for the preparation, or heating, and serving of buffet-style food.

## **4. LICENSED BAR**

- 4.a. The Club's licensed bar shall not, by default, be open during hire events.
- 4.b. If a licensed bar *is* required for the event the hirer shall contact the Club Steward in the first instance. The Club Steward will then make any necessary arrangements to ensure that appropriate numbers of bar staff are available for the duration of the event.
- 4.c. No fee shall be payable for the use of the Club's licensed bar. However, the hirer should consider making a suitable donation to the Club.

**5. PROCEDURE FOR HIRE**

- 5.a. The hirer shall complete an “*Application For Hire Of Clubhouse*” form and forward the completed form to the Club Secretary whose address shall be shown on the form.
- 5.b. Printed copies of the blank form shall be available at the Clubhouse.
- 5.c. Electronic copies of the blank form shall be available for download from the Club’s website.
- 5.d. Printed copies of this document shall be available for inspection at the Clubhouse.
- 5.e. Electronic copies of this document shall be available for download from the Club’s website.
- 5.f. Printed copies of the Club’s Rules shall be available for inspection at the Clubhouse.
- 5.g. Electronic copies of the Club’s Rules shall be available for download from the Club’s website.