

MUSWELL HILL BOWLING CLUB CLUBHOUSE: TERMS & CONDITIONS OF HIRE

*Any potential hirer should first complete a **Booking Enquiry Form** (found online at www.muswellhillbowlingclub.co.uk)*

Any subsequent hire will be strictly conditional on the Hirer signing in advance this document to indicate acceptance of the terms and conditions that apply to the hire.

The Parties

These are the terms and conditions relating to the hire of the Muswell Hill Bowling Club premises ("the Clubhouse") by any person ("the Hirer") for the use of the Hirer and any other person ("the users").

The clubhouse is owned and managed by Muswell Hill Bowling Club Limited of Kings Avenue, Muswell Hill, London N10 1PB ("The Club")

These arrangements will be managed on behalf of the Club by a person appointed to that role by the Committee of the Club ("the Event Manager").

Unless otherwise stated the current Event Manager is Sarah Shaffi (email: sarah@rudeltd.com)

Accommodation and equipment

- i. The hire includes the clubhouse, with kitchen, bar and toilets (which include disabled facilities and access).
- ii. The Club bowling green, or any of the outbuildings are not included in the hire
- iii. The maximum number of guests to be accommodated in the clubhouse is 60 guests, with a maximum of 44 guests seated for a meal.
- iv. The Hirer is entitled to the use of the kitchen and its contents including crockery cutlery and other kitchen utensils. Additionally the Hirer can use any glassware from the bar.
- v. All crockery, cutlery, glasses and utensils are to be left in clean condition and put away
- vi. All of the clubhouse including the kitchen bar toilets and other accessible areas are to be left in a clean and tidy condition and all rubbish is to be removed from the premises after use.

Insurance

1. The Club has Public Liability insurance covering its members and guests of members, in the event of any personal injury caused due to the Club's negligence.
2. The Club has no cover for non-members, or external contractors (such as caterers) who cause damage or suffer personal injury. It is the responsibility of the Hirer to ensure they hold appropriate insurances.

Loss and damage

1. The Club shall not accept any responsibility for loss or damage to goods brought onto the premises by the Hirer.
2. The Hirer shall be responsible for any loss or damage to the clubhouse or premises or contents caused as a result of the use of the clubhouse by the users.

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Health and Safety

The Club is not responsible for accidents to persons arising from misuse of the clubhouse, its contents or its surroundings.

Use of the Clubhouse and Premises

1. All hirers and users are required to respect the clubhouse and in particular:
 - i No movement or removal of fixtures or fixings and no alterations can be made to the clubhouse or any fixtures and fittings without prior written consent.
 - ii All persons must keep off the bowling green and away from the live electric fence surrounding it.
 - iii No person may enter the outbuildings (which may contain flammable liquids and hazardous chemicals).
 - iv No person may use naked flames anywhere on site, fireworks, BBQs, spit-roasts, fire pits or candles (except tealights on tables).
 - v The Hirer and users must keep children under supervision in the clubhouse or on the premises at all times.

2. Representatives of the Club may require the removal of any individual from the clubhouse or premises, or close an event completely, if they believe there is a threat or risk to attendees, staff or premises.

Fire regulations

1. The maximum number of people allowed in the clubhouse at one time is sixty.
2. The Event Manager will explain to the hirer what to do in the event of fire.
3. It is the Hirer's responsibility to ensure that attendees are aware of fire exits/arrangements and fire exits are not blocked.
4. Smoking is not permitted inside the Clubhouse (this is in any event against the law).

Noise Levels

1. Music and general noise must be appropriate for this location in a residential area and in particular no music is permitted in or around the clubhouse after 11pm.
2. Additionally the playing of music outside the clubhouse is not permitted at any time.

Photography

The Club may only take photographs of the event with the Hirer's permission and only for promotional purposes.

The Hire Charge

1. Hire of the Clubhouse for an event (day or evening), with self catering (food) and use of the bar: £350 together with a minimum spend on the bar of £300.

2. Hire of the Clubhouse for an event (day or evening), with self catering (food & drink) with no use of bar - £600

3. Bowling Parties - £300 then £10 per head for every guest after 20

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Payment for Hire

- i. The Hire Charge must be paid at least 14 days before the date of the function.
- ii. Additionally a deposit of £250 is payable on confirmation of the booking in order to secure the booking and to cover any breakages or damage caused by your event.
- iii. In relation to the deposit, £200 is refundable but £50 is non-refundable
- iv. The deposit is to be paid in addition to the Hire Charge in advance of the date of the function as set out in i and ii above.
- v. Reasonable deductions from the deposit will be made to cover the following:
 - if rubbish or mess is left on or around the premises;
 - to cover the cost of any additional cleaning if the premises are not left in a clean and tidy state
 - to cover the cost of any breakages;
 - in the event that music is not turned off by 11pm
 - if the premises are not vacated by 12pm
- vi. Subject to the above, we will make all reasonable efforts to return the £200 refundable deposit within seven days of the date of the function.
- vii. The £50 non refundable deposit will be used and taken into account in the payment of the final balance

Payment

1. Bank transfers; cheques; debit or credit cards are accepted for payment of the Hire Charge.
2. If paying by bank transfer, please email mike.gostick@gmail.com the Club Treasurer with details of your name, event date, or booking reference when you make the transfer.

Account Name: Muswell Hill Bowling Club
Sort Code: 40-04-37
Account Number: 40601101

If paying by cheque these should be made payable to Muswell Hill Bowling Club and sent to Mike Gostick at 59 Park Hall Road London N2 9PY

Access to the clubhouse

Times of access will be agreed with the Event Manager, but will normally be at least one hour before the agreed start time. (It may be possible to arrange access at other times by mutual agreement.)

Cancellation by MHBC

1. The Club reserves the right to cancel at any time any hire at its absolute discretion if it considers that the function is undesirable or inappropriate. In such instances the Club will provide a minimum five days written notice.

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2. The Club also reserves the right to cancel without notice in the event of an emergency (for example, fire or flooding) affecting the Club or any part of its premises.
3. In the case of cancellation the Club will refund all deposits (including the non-refundable one) paid in advance.

Agreement

I (*print name*) the Hirer, agree to the above terms and conditions as set out above.

Hirer (*signed*)

Dated.....

Booking confirmed

Event Manager (*signed*).....

Dated.....