**HOUSE RULES**

**The following rules comprise the terms and conditions of any use of Thaxted Bowling Club by a member of an external organisation or individual for private use and give helpful information about its use. Please ensure you read them before use of the club and its facilities.**

**Access and Security**

Thaxted Bowling Club does not employ a caretaker and all duties are voluntary; therefore, the individual member or organisation is responsible for all setting up and putting away of any equipment used.

Any use of the premises will require a **Responsible Person\*** to be available from the beginning till the end of the letting period on each occasion that a letting is to take place to check that the facilities are in order and deal with any problem which may arise. The premises must not be left unattended during the period of the booking.

\*A **Responsible Person** is any person who is a paid-up playing member or associate member of Thaxted Bowling Club.

If access to a key is provided, then this must be always safeguarded and returned to the Responsible Person at the end of the period of use or as soon as is reasonably possible. The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the users responsibility to ensure that all fire doors and windows are closed, all doors locked, all lights switched off (including the toilets) and heating is turned down on the wall thermostat to 15 degrees at the end of the letting period.

No third-party use of the club house or its facilities is permitted.

 **Health and Safety**

Whilst we will take steps to ensure the premises are safe to use, it is the responsibility of the User to ensure the safe conduct of their activity during the period of use, including the presence of a suitably qualified First Aider if necessary. A First Aid box is available in the kitchen and in the main hall.

The User will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.

There is a telephone, situated in the main hall, which may be used **ONLY** in emergencies.

Any portable electrical appliance or device brought in from elsewhere and used on the premises must have an up-to-date safety certificate which must be made available for inspection upon request.

The User is **not permitted** to bring in supplementary heating appliances.

**General**

A strict **No Smoking** Policy applies to all rooms (including toilets).

No adhesive or fixing material may be used which may damage the fabric of the premises.

Chewing gum is not allowed on the premises.

All rubbish **must be taken from the premises by the User.**

All chairs and tables **must be returned to their original location after use.**

**Responsibilities**

The Thaxted Bowling Club Management Committee will be responsible for providing facilities as agreed in good working order throughout the period of use.

The User will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities and shall report any deficiencies on the occasion of each use.

The User shall ensure that there is a responsible adult or adults present and able to always supervise during the period of use. During the period of use, the User is responsible for the orderly behaviour of guests on and while leaving the premises to ensure neighbours do not experience nuisance.

The User must leave the premises in a clean and tidy condition. Losses, breakages, and damage must be reported, and paid for in full. Users may re-arrange tables and chairs in the premise but must restore them to their original places immediately at the end of the letting.

 **Kitchen Use/ Refreshments**

The Kitchen may be used for the preparation of tea, coffee and food with the prior agreement of the Responsible Person. It is the responsibility of any User to ensure that any persons using the kitchens are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the letting. Any breakages must be reported immediately in writing and will be subject to an additional charge.

**Indemnity and Insurance**

Where the User/ Group is undertaking activities involving exercise they are required to indemnify Thaxted Bowling Club, its management committee and volunteers against all claims, demands, actions, proceedings, damages, costs and expenses arising out of their use or occupation of the premises that result in the injury of individuals / the group. It is the responsibility of the User to effect whatever insurance he/she requires to cover his/her liabilities relating to injury. Insurance held by the Thaxted Bowling Club does not extend to a User’s injury liabilities. The Thaxted Bowling Club accepts no liability for accidents or injuries to persons due to the activity of the group, as a consequence of using the premises.

**Legal Requirements**

Users must have in mind the provisions of the Children’s Act at any event involving children. Events attended by persons under 18 years of age must always be properly supervised by an adequate number of responsible adults, in accordance with the Children’s Act.

The User shall not use the premises for any other purpose than that specified at the time of booking and is specifically forbidden to use or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose. Thaxted Bowling Club reserves the right to refuse any use of its club and facilities.

**Compliance**

Failure by the User to comply with any or all of the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the Thaxted Bowling Club to be just cause for immediate cancellation of the use of the club.

**Communication**

In a case of emergency either contact the Responsible Person on site or one of the following:

Ian Roberts 10371 831018, Michael Robinson 01371831685, Tony Dale 01371 830174