

## Old College Lawn Tennis & Croquet Club

### Social Events – Use of Clubhouse Policy

#### Purpose

This policy describes the principles and rules by which the clubhouse and facilities of the club may be used by members for private social events.

**Private use** is defined as use of the club facilities/clubhouse where:

- The primary nature of the event is not for the provision of tennis and croquet activities to members,
- The event is not a fundraising event for the club, and
- Non-members may be invited as guests of the member

Use of the clubhouse and facilities may only be for social and non-commercial purposes; for example, a celebration or networking event.

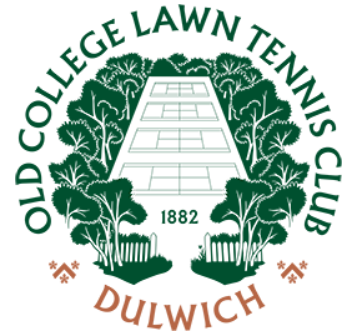
#### Principles

Any private use of club facilities must abide by the following principles:

- Respect for the club members, facilities and rules
- Respect for neighbouring residents
- Contractual arrangements of the Club including healthy and safety, tenancy agreement and insurance policy take precedence
- The organising member is responsible for obtaining appropriate insurance, providing wear and tear payment, and leaving the clubhouse clean. Any issues of damage etc will be raised solely with the organising member.
- Club facilities may not be used exclusively for a private event. All facilities (grounds, bar, toilets, kitchen) must remain accessible to club members if required.
- Private events may only be held outside of peak member usage times, i.e. Friday evening, Sat evening and Sun evening. Other times may be considered but priority will be given to tennis club play sessions and team matches.
- Club funds may not be used to support private events.

#### Procedure

- Requests for use of club facilities for private events should be made to the Social Secretary member of the Club Committee at least 4 weeks in advance of the proposed event. If all



conditions are met, the social Secretary will recommend and seek approval from two further Club Committee members. The name of the organising member will be withheld to avoid bias.

- In general, events too close to a club event will not be approved, to prevent excessive wear and tear on club facilities.
- A £50 wear and tear payment must be made in advance by the organising member to the club Treasurer.
- The organising member must provide for appropriate and adequate insurance to be in place for liability (e.g. injury suffered by non-members and members) and physical damage to facilities [NB: the club's insurance policy does not cover activities beyond providing tennis and croquet activities and fundraising for the club].
- Where music is to be broadcast, the member must apply for a music broadcast license (PRS).
- The club house and facilities must be cleaned and restored to pre-private event conditions (including rubbish disposal).

### Security

- The clubhouse must be secured after the event (windows closed, doors locked and security alarm activated).
- The main gate password must not be shared with non-members.

### Health & Safety

- Children must be fully supervised at all times.
- Tennis courts, croquet lawn, and coaches shed are strictly off-limits.
- To comply with the Club's insurance, food may only be warmed up in the kitchen; meals may not be cooked.

### Use of Bar

- Alcohol may only be sold to members
- The Facilities Manager shall be advised to pre-stock the bar prior to the event and a minimum cash float kept in the bar.
- The member host shall be responsible for ensuring drinks purchased are paid for and a post event tally of the bar made.
- Members may not bring their own alcohol to the clubhouse for consumption. Should special drinks be required an order is to be placed with Facilities Manger 1 week in advance