



ROPLEY SPORTS CLUB

BOOKINGS POLICY AND RULES

****PLEASE READ CAREFULLY**

General

1. The Hirer **MUST** be over 18 years of age.
2. Hirers should use only the room(s) they have booked, plus the kitchen and toilets.
3. **THE HIRER IS RESPONSIBLE FOR FIRE SAFETY** and must:
 - Familiarise themselves with the position of fire extinguishers and fire exits.
 - Ensure that all fire exits are kept clear of obstruction inside and outside the building.
 - In the event of fire, ensure that all persons leave the building immediately and that the Fire Service is called.
 - Ensure that fire equipment is not moved except in the case of emergency.
 - Ensure that naked flames are not used anywhere on the premises.
4. No equipment is to be removed from the premises.
5. The Hirer shall replace all chairs and tables after use and ensure they are left as found. The room, kitchen and toilets must be left clean and tidy for the next hirer. Cleaning equipment is kept in the cupboard in the Main Entrance Hall. The Hirer must ensure that kitchen doors and the hatch are closed at the end of the hire.
6. If crockery and cutlery are used, the Hirer must ensure all items are properly washed, dried and put away.
Tea towels are provided by Ropley Sports Club – please leave dirty towels in the small sink in the kitchen.
7. Heavy equipment (e.g. disco or band equipment) must be brought in through the front doors.
8. The Pavilion is licensed to hold a maximum of **80 people standing**, with seating for 80 people.
Under no circumstances must this number be exceeded.
9. All rubbish must be placed in the appropriate bins at the rear of the premises. Recyclable material must be loose (not bagged) and free from food contamination. **All bottles must be taken away by the Hirer.**
10. All evening hirings **MUST** end by midnight. Keys **MUST** be returned to the booking clerk or as otherwise agreed.



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11. Hiring Ropley Sports Club does not entitle the Hirer to use of the Recreation Ground except as a private individual.
12. Hirers may use the parking area around the premises. **Access for Fire and Ambulance Services must be maintained at all times.**
13. Consideration must be shown to local residents, and noise levels—particularly outside—must be kept to a minimum.
14. Smoking and vaping are not permitted anywhere inside the building or near entrances.
15. Children must be supervised at all times. The Hirer is responsible for safeguarding and behaviour of all attendees.

Bookings and Charges

As Ropley Sports Club is a licensed premises, **hirers are not permitted to bring their own alcohol.** Bar staff can be provided at an additional cost to be agreed with the booking clerk.

- Non-members: **£20 per hour**
 - Members: **£18 per hour**
1. A deposit of **£50.00** is required for any event involving alcohol. This is in addition to the hire fee and will be refunded after the event, subject to no damage or excessive cleaning being required.
 2. The Hirer must complete the online booking form. The booking clerk will confirm acceptance or otherwise by email.
 3. Hire charges will be invoiced prior to the date of hire. The invoice will include payment instructions.
 4. Hourly charges include central heating, lighting and use of the kitchen.
 5. Fuses for the main lights and power are located in the cupboard by the back door in the kitchen.
 6. The Hirer is responsible for the premises during the period of hire and will be liable for any damage, loss, or additional cleaning required. Any such costs may be invoiced within **30 days** of the booking.

This responsibility includes outside areas, particularly litter.



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7. The Ropley Sports Club Management Committee holds insurance for Public Liability, Fire, Damage and Theft.

Hirers are advised to ensure they have adequate insurance cover for claims arising from their event.

8. The Hirer agrees to indemnify Ropley Sports Club against any claims arising from their use of the premises.