

## Northwich Rowing Club Clubhouse Hire Terms and Conditions

As a Hirer of the NRC Clubhouse, you agree:

1. To ensure Attendance Limits are maintained.
2. Before the start of an event, to make yourself, and any event organisers aware of the location of Emergency Fire exit doors and assembly point. Exits must be kept clear at all times.
3. To leave the premises as you find them. If you are not satisfied with the condition at the beginning of the hiring period, you should register this immediately with then assigned club person you have arranged the booking with via the contact us page
4. Report any breakages immediately to the assigned club person to allow replacements and repairs to be done as soon as possible.

\* To be held responsible for the cost of making good any damage occurring inside or its content and outside the clubhouse during the hire period.

5. **BAR:** To ensure no one under 18 years of age can purchase alcohol from the bar. Consumption of alcohol is prohibited in the Toilets. To ensure that no alcoholic prizes are offered to those under age at Raffles.

**The license holder reserves the right to inspect the premises during the event to ensure that all aspects of the licence are adhered to as stated.**

6. **Smoking** is not prohibited in the building or toilets.
7. **Security:** If you as a hirer of NRC Clubhouse, you will not be given keys for the facility. You will be given access to the facility by your allocated club member and must agree a lock up time when they will return, You must ensure that the Clubhouse is supervised by a responsible adult at all times.

If you fail to conclude your event at the time agreed, an additional hourly charge will be made as per your hire agreement.

### 8. **Payments**

\* The hiring of the clubhouse includes heating and light and for bar functions includes the bar staff. (If you require the bar open, staff will be provided and must be arranged with the allocated club person when booking.

\* The hire period is from time of entry until departure and must include setting up and clearing up time.

\* Completion of the hire form does not automatically guarantee your booking. This is only an application to hire the premises.

\* Booking must be paid for in advance and bookings are not confirmed until full payment is received.

\* Please note, the club committee will check the hall after the event, and if you have broken or damaged anything you will be notified and sent an invoice for replacement and or repairs.

\* Northwich Rowing Club Committee reserves the right to terminate the booking agreement at any time, without refund of money, especially if the behaviour of any user is considered unacceptable, or if the number of users exceeds the attendance limits.

\* If circumstances beyond the control of Northwich Rowing Club Committee prevent the availability of the premises, all payments made will be refunded.

9. **DEPOSIT** A non refundable deposit will be required at the point of booking the hall. This is to cover cancellations and secure your booking date. Balance must be paid 1-2 weeks before event.

### 10.

\* **Cash:** Please note we do not have an ATM machine. The nearest cashpoint is Tesco Express at Kingsmead.

11. **The heating** will be set on a timer for your event, If however (due to an unexpected cold spell) or the heating is not satisfactory please ring your allocated club member (details will be provided at the point of booking)

12. **Health & Safety**

Only basic first aid facilities are provided, the First Aid box is situated at the back of the clubhouse

\* Please note that Clubhouse has a front and back door and one side door. The evacuation point from the building in case of a fire is the double doors at the front of the building. Note the sign indicating the assembly point.

\* **INSURANCE:** private functions are covered under Northwich Rowing Club Public Liability Insurance.

\* Hirers for commercial events must provide their own Public Liability Insurance.

13. **Clearing up**

There is crockery and cutlery for up to 100 settings, a large fridge, kettle toaster and tea urn is at your disposal.

Cleaning equipments including brushes and detergents are available in the cupboard behind the bar (ask bar staff)

**Before leaving make sure:**

\* All floor and table surfaces are clean

\* Fridges are empty of any food you have brought along

\* All crockery and cutlery cleaned and returned to cupboards

\* Toilets are left clean and tidy

\* All bins are emptied. Place rubbish in black bin liners provided and securely tied and place by the double doors **INSIDE** the front of the building

\* All Tables and Chairs are returned to where they were placed on arrival

14. **Closing up procedure**

\*bar staff will lock up the bar area and clean all glasses

\*allocated club member will lock front, back and side door and close shutters.

15. **Bespoke requests**

We recognise that every event is unique and strive to provide a facility hire experience that meets your needs. On discussion with your allocated club member, we will strive to meet your individual requests.