B L T & S R C

Berkhamsted Lawn Tennis & Squash Rackets Club
Broadwater, Lower Kings Road, Berkhamsted, Herts, HP4 2AL
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Room Hire Agreement - Terms & Conditions

Introduction

These Terms and Conditions, together with a completed booking form, constitute an Agreement between the Hirer and Berkhamsted Lawn Tennis and Squash Rackets Club (BLT&SRC) for the hire of room(s) within the BLT&SRC Clubhouse and surrounding areas. Please make sure that you read and understand this Agreement.

It is assumed that the Hirer has visited the Clubhouse and is familiar with the layout.

BLT&SRC is a members' sports Club and some parts of the Clubhouse will remain open to members during the Hire period. In particular, the Hirer will not have exclusive access to changing rooms, toilets and the Players' Bar.

The Hirer is responsible for the behaviour of his guests and must ensure that our members' enjoyment of their club is not compromised. Children are not permitted to run around the Clubhouse or grounds unsupervised.

Under the Terms of this Agreement the Hirer does not have access to, and must ensure that his/her guests do not access the tennis courts, Indoor Tennis Centre or squash courts (including access corridor and viewing areas).

Facilities available for Hire

The following facilities are available for hire:-

The Lounge Bar, the Centenary room: A general description of these facilities may be found on the club's website. However, these descriptions do not form a part of this Agreement and it is assumed that the Hirer has visited the club and satisfied him/herself that the facilities are adequate.

For the avoidance of doubt, the Players' Bar and kitchen are not available for hire and may be used by members at any time. The Hirer may not set up equipment, buffet tables or otherwise disrupt members' enjoyment of the Players' Bar. The Hirer and guests may use the Players' Bar for access to and from the lounge bar and for access to other hired facilities.

Hire Period and Facilities Hired

The hire period as detailed on the booking form is the time during which the Hirer has exclusive access to the facilities hired.

The set-up period for all events is from 5pm on the day of the hiring unless otherwise pre-arranged. During the set-up time the Hirer may access the facilities but does not have exclusive access to them. In particular the lounge bar may be in use by members who have the right of access until the Hirer's event starts. The Hirer must ensure that members are able to make use of the facilities during the set-up period. If in doubt, the Hirer should extend the hire period.

The Hirer acknowledges that he/she does not have access to any facilities outside these times. Please do not tell your guests to arrive before the official start time. This is usually 7pm unless another arrangement has specifically been made and detailed on the booking form. This includes for surprise parties.

Entry

BLT&SRC has secure door entry systems but access will be arranged at commencement of the hire period.

Decorations and Furniture

Any decorations, balloons, bunting etc may only be attached with non-marking tape or equivalent. No decorations of any kind may be attached to the papered wall (on which the TV is mounted). The Hirer must not damage the walls or BLT&SRC fixtures and fittings. Furniture (excluding the Trophy Cabinet) may be moved within the clubhouse but not in a way as to interfere with the members' enjoyment of the clubhouse or to block any fire exits. Any item moved must be returned to its original position after the event. The TV and its control box must not be tampered with.

Balloons containing confetti are not permitted unfortunately.

The Bar and Catering

Bar & catering arrangements should be made through our third party franchisees, Isalie. Claire & Graham Garlick from Isalie can be contacted on 07879 068104 or Claire@isalie.co.uk). Claire and Graham should be contacted with all function, bar,

catering and licence related enquiries (including music) BEFORE proceeding with a booking.

Food

Any catering requirements must be discussed and organised with Claire & Graham who are happy to provide catering for a range of budgets and occasions. For a number of reasons including hygiene, health & safety and restricted kitchen access, the Hirer may not supply their own food or bring in external caterers.

Bar, Alcohol & Drugs

BLT&SRC is a licensed premise and all licensing laws must be enforced. Hirers are NOT permitted to bring their own alcohol under any circumstances.

Last orders are at 11pm however a late licence is available for a small additional fee which extends last orders to Midnight. The premises must be quietly vacated by 1am at the very latest.

BLT&SRC is not responsible for arrangements made with the bar franchisees.

We have a zero-tolerance drug policy at our Club. If we suspect, or have evidence that there are drugs on the property we reserve the right to shut the event down with immediate effect.

Kitchen

The Club Kitchen is not available for use by anyone other than Club Team Captains and Isalie for catering purposes.

Post Event and Cleaning

The Hirer must return furniture to its original layout in the lounge and remove any decorations or additional furniture as soon as is practical following the event and, in the worst case, by 10:00am the following morning. If, in the Club's reasonable opinion, a degree of cleaning is required above that which might reasonably be expected, the Club reserves the right to make a further charge and/or withhold the Hirer's deposit. The terms of this clause refer to all areas hired.

Damage Deposit

The Hirer is responsible for the behaviour of his/her guests and is responsible for any damage to BLT&SRC property however caused during the hire period.

A deposit of £100 is required in advance of the hire. Preferably, the Damage Deposit should be in the form of a cheque made payable to BLTSRC which is simply destroyed post event subject to no damage being caused.

You must accurately describe your event and what you intend on bringing to the event on the booking form. Failure to do so may result in BLTSRC cancelling the agreement of the Hire or specific elements of the entertainment.

21 and Under

We do not allow hirings for 18th or 21st birthday parties or other social events aimed at this age group.

Discos and Live Bands

If the Hirer's event includes a disco, band or other live entertainment, BLT&SRC will require evidence of appropriate insurance cover. During set up times, discos and live bands should not disturb members using the Clubhouse.

Additional Entertainment

If the Hirer's event includes any other entertainment such as a Photo Booth, Gaming Wagon, Candy Stall or similar then this must be declared and approved by BLTSRC prior to the event due to access, set up and space considerations.

Smoking Policy

Smoking is not permitted anywhere within the Clubhouse. If guests smoke outside in the areas adjacent to the clubhouse they must use the ashtrays or bins provided. Cleaning of external areas is not included in the standard cleaning charge and may incur additional costs.

Car Parking

Public car parking is available at Canal Fields, Broadwater, HP4 2AL which is a few minutes walk to the Club via a pedestrian entrance directly off the car park. Parking is free and there is a maximum stay of 4 hours before 6pm. A map can be found here: http://www.ukcarparks.info/canal-fields-car-park-berkhamsted#sthash.rnE0eD7k.dpbs

Alternative parking is available at several other locations within a 5 minute walk from the Club. See the link below for details.
https://en.parkopedia.co.uk/parking/carpark/berkhamsted_station/hp4/berkhamsted/?arriving=201802231300&leaving=201802231500

The Hirer may not access the members' car park. Vehicles may use the drive up to the Clubhouse for drop off and pick up of equipment only. No parking is allowed on the drive. This is a fire safety requirement.

Electrical Testing and Safety

Any electrical equipment brought into the clubhouse must be PAT tested. The Hirer may be required to provide evidence of this.

The Hirer may not block any fire exits, move fire extinguishers or interfere with fire alarms.

Variations and Special Terms

These Terms and Conditions may only be varied as detailed on the booking form.

Hire Rates

Only **full playing** members who are fully paid up for the current subs year qualify for the member's rate. I.e. Social members do not qualify for the special member's rate and are subject to the non-member's hiring rates. **The member rate is only available to the member or their immediate family** (ie their spouse or child). Anyone else must pay the non-member rate.

Payment Terms

A non-refundable deposit of £50 is required along with a completed booking form to confirm a Hiring. The balance due must be paid at least 14 days before the date of the Hiring.

The current costs for hiring any of the Club's facilities are shown on our web site, www.bltsrc.co.uk.

Cancellation Policy

In the event of a cancellation with less than 14 days' notice no refund will be given and the Hirer will be responsible for the full Hiring fee. The £50 deposit is non-refundable.

The Club reserves the right to cancel a booking at any time should it have reasonable grounds for concern about the planned event or for any other reason beyond the Club's control. In such circumstances any deposit paid will be returned but the Club shall have no liability for any loss including consequential loss that the Hirer may incur.