

# **WOODBIDGE CRUISING CLUB**

## **TERMS AND CONDITIONS**

### **FOR USE OR HIRE OF CLUBHOUSE**

These Terms and Conditions apply to any booking of the Clubhouse by a Member for a private function or by any third party non-Member.

Acceptance of these Terms and Conditions is a pre-requisite to any booking.

Please read this document carefully and note all important information that is relevant to your booking.

#### **USE OF THE CLUBHOUSE**

Please ensure that you are aware of the side door entry code and keysafe codes to open up and close the Clubhouse and bar, unless you are a keyholder. These can be provided by the Bookings Secretary.

It is essential that we always comply with our On Licence, Health and Safety Regulations and Fire Regulations and the requirements of our insurers.

Failure to do so could result in the loss of the Club Licence, with disastrous results for the future of the Club. Any Member or third party wishing to use or hire the Club must agree to comply with these requirements, as well as with any additional requirements of the Committee. Copies of our On Licence and above Regulations are available through the following links [provide links].

In the event of COVID-19 restrictions, the Club has its own self-imposed rules as regards both indoor and outdoor events. Please ensure compliance with the current Club Risk Assessment and Visitor Guidance [provide links].

The party booking the Clubhouse will be held fully responsible for the booking and any damage arising.

If use of the boatyard is required for vehicular access including parking or for loading and unloading, prior permission must be sought from the Woodbridge Boatyard Limited contact 01394 385786.

#### **BOOKING ARRANGEMENTS**

All bookings are to be made only through the Club Booking Secretary.

An invoice will be sent by the Bookings Secretary approximately two weeks before the event which will show BACS details for payment. All hire charges are to be paid in advance. To show that you have read and agree to comply with these Terms and Conditions please respond positively to the email sent to you with the invoice.

Any other charges incurred by agreement will be invoiced by the Treasurer.

Unless agreed otherwise, there will only be one booking of the Clubhouse at any one time. In the event of cancellation, the full charge will be payable if the event is cancelled less than one week before the booking date.

## **HEALTH AND SAFETY**

All present must be informed of the position of the Fire Exits and extinguishers at the start of the event. There is a plan indicating their locations inside the front door.

All Emergency Exits must be kept clear and unobstructed at all times.

To comply with the Club's On Licence, no drinks may be taken onto the River Wall footpath.

Please make arrangements to remove any bags of rubbish from the premises either on the night or the next day.

## **USE OF THE BAR AND GALLEY**

The Club is only licensed for use by Members and *bona fide* guests. Members must be knowledgeable as to the operation of the bar, galley and other services in the Clubhouse so that no assistance is required for the booking to take place. If assistance is necessary, the Club reserves the right to make a charge based on an hourly rate.

If using the bar or galley, the Bar Captain and Galley Captain should be informed. Please contact Janet Sparrow (01473 636500) if you wish to use the galley and Neville Pearce (01394 387679) to inform him that you will be using the bar. The galley shall only be used with the agreement of the Galley Captain.

Please note that it is a condition of booking that all drinks must be purchased from the bar based on Club retail prices prevailing at the time. A list of prices is shown in the bar area.

The bar must close by 2300 on weekdays and Saturdays and 2230 on Sundays. All events must cease by midnight.

**PLEASE NOTE THAT THE GALLEY AND BAR ARE NOT AVAILABLE TO NON-MEMBER BOOKINGS EXCEPT FOR USING THE GALLEY TO MAKE HOT DRINKS.**

At the conclusion you must ensure that the Clubhouse, its surroundings and all the equipment are left in a clean and orderly state, with the building safely locked up. A check list is shown later in this document.

No stiletto heels are to be worn.

## **HEATING AND VENTILATION**

If heating is required in the main hall, press 'BOOST' on the heating panel next to the key cupboard by the galley entrance door. The heating will come on for one hour. Renew when needed. The heating for the bar and/or Members' Room on the second floor is switched on by pressing the touch switch and moving the thermostat in the bar. The heating switches off

automatically after one hour Renew when needed. Heating in the stairwell is linked to the bar thermostat.

The clubhouse main hall has recently had installed a new ventilation system designed to comply with government guidelines as to air charges relative to the number of persons attending the event. To activate the ventilation system, switch on the switch labelled 'Ventilation master switch' and the three switches labelled 'Extract fan', 'Inlet fan front' and 'Inlet fan rear' located near the key cabinet.

## **SECURITY CHECKLIST**

On departure, the last responsible person to leave must

CHECK THE WHOLE BUILDING IS EMPTY

CHECK GALLEY APPLIANCES ARE SWITCHED OFF

CHECK ALL WINDOWS ARE SHUT (Toilets, Galley, Bar)

ENSURE VERANDA FIRE ESCAPE AND BALCONY DOORS ARE SHUT AND CURTAINS LEFT OPEN

THE HEATING WILL TURN OFF AUTOMATICALLY

TURN OFF ALL LIGHTS, ALTHOUGH THE BASEMENT LIGHTS WILL TURN OFF AUTOMATICALLY

TAKE OUT ALL RUBBISH WITH YOU

LOCK THE FRONT DOOR WHICH ALARMS THE BUILDING

LISTEN FOR THE Bleeps, ALARM IS SET WHEN THESE STOP

REMEMBER TO PLACE KEY BACK IN KEY SAFE IF YOU ARE NOT A KEYHOLDER

For ease of reference, these Terms and Conditions are also found on the Club website.

V3 9 May 2022