

Rothienorman Community Bowling Club
Terms and Conditions for Hire of Facilities

1. Bookings can only be confirmed by the Secretary of the Club and, once confirmed, constitute acceptance of these terms and conditions.
2. The hirer must be aged 21 or over and must provide full contact details at the time of booking.
3. The cost of letting is determined by the Management Committee and will be advised to each individual user or group (the Hirer) at the time of booking.
4. Prompt payment for the hire is expected and is required to be made on or before the day of the hire unless otherwise agreed.
5. Details of how payments can be made are shown on the booking confirmation and on the hire invoice. Cheques should be made payable to Rothienorman Bowling Club.
6. Access to the premises on the day of hire should be arranged at least one week in advance with either the Secretary of the Club or the Keyholder.
7. The Hirer is responsible for any damage or loss to the facility and its contents during the hire period and for the facility being left in a reasonably clean condition. If the facility is left in an unsatisfactory state, or if there is loss or damage, the Hirer will be levied an additional charge as determined by the Management Committee.
8. All bookings include electricity, heating, lighting and the use of the kitchen and its equipment and contents. The use of audio and visual equipment is also included.
9. A Hoover, brushes, mops and buckets may be found in the rear store. The mops should only be used for spillages. Floor cleaning will be the responsibility of the Club but the Hirer should sweep the floors if required.
10. Toilets and sinks must be left clean and tidy.
11. Some chairs and tables are normally left along the window side of the hall and some chairs normally stacked no more than three high along the wall side of the hall. Tables and chairs should be returned to these positions at the end of the hire.
12. Additional tables and chairs are kept in the locker room in the entrance lobby and in the external store. These may be used as required but should be wiped down and returned to these locations at the end of the hire.
13. A number of large round tables are available on request. If used, these should be wiped down with a damp cloth and left standing in the hall at the end of the hire.
14. Rubbish may be left in the wheelie bin outside the clubhouse. Any additional rubbish must be disposed of by the Hirer.
15. Decorations such as balloons and streamers may be attached to the walls with either blu-tac or white-tac. Pins or adhesive tape must not be used.
16. The Hirer must nominate a competent person to take charge in case of fire, to ensure that all persons in the hall can escape unimpeded through the fire exits and to assemble in the car park or other nominated assembly area. Improper operation of the fire alarm or extinguishers may result in an additional charge being levied. Fire doors MUST remain unobstructed during a let.
17. It is the responsibility of the Hirer to have the necessary licence for the sale of alcohol. The licence must be displayed and the Hirer must ensure that they comply with all of the licencing conditions.
18. Smoking is prohibited in the building. Smokers should use the ash box on the end of the building to dispose of cigarette ends.
19. At the end of the hire all manual lights must be switched off, all radiators reset to their full on position in the event that they have been turned down, and all doors and windows must be securely closed. If keys have been provided they must be returned either to the keyholder or left in the post box on the car park side of the building.
20. The Hirer shall ensure that all Covid legal requirements and any Scottish Government or hirer's Governing Body guidance is implemented during the period of the hire.

Secretary – Marian Wilson – 43 Fraser Court, Rothienorman AB51 8SD
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Keyholder – Iona Cormack – 21 Simpson Avenue, Rothienorman AB51 8YW Tel 07762 689201