

WEST LONDON BOWLING CLUB

Private Bookings of the Club's premises and services
Approved by Committee 4 October 2022

1. General Principles

The Club welcomes enquiries about booking all or part of the clubhouse and grounds, including the sports facilities. Because we run entirely on a voluntary basis, however, there are likely to be occasions when we cannot accept bookings because we are unable to process or service them, for instance in holiday seasons, or when Club events are taking precedence. The Management Committee reserves the right to refuse to accept a booking.

With this caveat, all parts of the Club are offered for private hire throughout the year on terms which are agreed individually in each case.

Potential customers should be aware that:

- a) The Club imposes a Code of Conduct on Members which we expect attendees at private events to abide by, particularly with regard to respect for the peace and privacy of the residential neighbours whose properties surround the Club's grounds.
 - b) The Club holds an alcohol license which provides for the bar to be opened only four days a week (Thursday to Sunday inclusive), closing at 10.30 pm. If the bar is not part of the booking and is not open, attendees at private events may consume their own alcohol if desired. A further condition of the Club's alcohol licence is that the consumption of any alcohol outside the Clubhouse, whether purchased from the bar or not, is restricted to the patio area only, and must cease by 8.00 pm in summer and 7.00 pm in winter.
 - c) Parking in the club's car park for event organisers and attendees who are not Members of the Club must be booked in advance using the Club's website.
 - d) All private bookings require that a member of the Club's Committee, or another Member of the Club selected by them as their deputy, be present at the event.
 - e) During private events, Club members are free to use any part of the Club or its grounds, including sports facilities, kitchen, WC's etc., which are not booked in advance for exclusive use by the event organisers.
 - f) A deposit is required to confirm the booking. This deposit will be returned in full after the event, provided that:
 - No damage or detriment has been caused during the event to the Club's buildings, grounds or equipment.
 - The Club and its facilities have been left in a clean and tidy condition (unless the cleaning-up service below has been purchased).
 - No exceptional rubbish clearance is necessary (e.g bottles, packaging or broken glass).
- In any of the above cases, or if the Club incurs any other exceptional expenditure as a result of the event, a deduction from the deposit will be made.
- g) In the case of a primarily outdoor event being cancelled due to poor conditions, either in the weather or on the green, monies paid in advance will be returned.
 - h) Bookings are accepted by the hour, by the half-day (09.00-13.00, 13.00-17.00 or 17.00 to 21.00) and by the whole day (any period between 09.00 and 21.00).

2. Areas of the Club and services available for booking

A number of areas of the Club are available for booking, either separately or together, as are a number of associated services. These include:

- a) The large club room, which if booked would include exclusive use of the kitchen and WC's, and access to the patio seating and tables. The room has a maximum capacity of 120 people, but this is dependent on seating arrangements and the style of event.
- b) The small meeting room, including shared use of the kitchen, WC's and patio. The room has a maximum capacity of 25 people, but if furnished for a meeting would probably comfortably accommodate no more than 15.
- c) Two adjoining bowling rinks on the green (summer only), which includes shared use of the kitchen for the water and hot drinks, the WC's, and Club equipment: bowls, mats, jacks and scoreboards.
- d) One croquet lawn, which includes shared use of the Kitchen for water and hot drinks, the WC's and Club equipment: hoops, mallets, balls.

In addition a number of associated services can be commissioned:

- e) Bar- staffed. Soft and alcoholic drinks at competitive prices (subject to licensing conditions set out above)
- f) Sports support: the presence of two of our experienced players to prepare the green / court, introduce newcomers to the game and help organise competitive play among guests (2 hours per sport booked).
- g) Cleaning of kitchen equipment, washing up and clearing rubbish after use for event refreshments.

3. Charges

An indicative schedule of charges applicable in the year 2022-2023 is attached at Appendix A. These are reviewed by the Management Committee from time to time. It should be noted that:

- a) These charges may be varied in respect of individual bookings only with the express consent of the Management Committee in advance of the booking being confirmed.
- b) In general, charges for use of premises will be based on the hourly rate shown unless the booking is specifically for the half-day or whole day period indicated.
- c) All associated services will be charged at the hourly rates shown.

Different levels of charge are applied to different types of purchaser:

- a) Commercial companies
- b) Charitable or not-for-profit organisations
- c) Individuals who are not Club Members purchasing for an event to which the majority of attendees will not be Club Members
- d) Individuals who are Club Members, purchasing for an event which will be attended by both Members (who may be just the purchasing Member) and non-Members.

4. Procedures

The Club's website directs those interested in making a booking (Members and non-Members, to send an enquiry to by email to info@westlondonbowling.club.com. Enquiries made direct to any of the Club's Committee members are also accepted, and are processed in the same way.

On receipt of an enquiry, the Committee member recipient will first of all consider whether they have suitable expertise and availability to take the lead on making arrangements and being present (in person or through a responsible Member deputy). They may seek further information from the event organiser and/or circulate the enquiry to other Committee members until a suitable Committee member volunteers to take the enquiry to the next stage as Event Sponsor.

Enquiries offering short notice in which to agree arrangements, or which require input from several volunteers may be declined, even though they may be bookings which we would like to accept on another occasion. If this is the case, the original recipient of the enquiry will make sure that the event organisers are told of this view.

Where a Committee member volunteers to act as Event Sponsor they will contact:

- a) the event organisers
- b) the Committee representatives of any sport for which facilities or support may be booked
- c) Club members whom they may ask to take on any part of the liaison, services or deputising work
- d) Committee members organising any other event (Club or private booking) on the same or immediately adjacent dates, where clash of uses or preparation / clear-up issues might arise

The Event Sponsor will then present a written (email) proposal to the Club Treasurer setting out all the relevant details and, if approved, the amount of deposit to be required

If the proposal is approved by the Treasurer the Event Sponsor will

- a) inform the event organisers and proceed with making all practical arrangements for the event
- b) ensure that the event organisers are aware of and understand the provisions of section 1 above
- c) inform the relevant Committee members that the booking should be reported to the next available Committee meeting **and either** included in the next monthly newsletter to all Club members **or** if the lead-in time is short, a specific notification sent to all members via email **and** entered in the online Club calendar.

The Treasurer will proceed with collection of the deposit and diarise collection of the full payment.

The Event Sponsor may at any stage cancel the booking, with full return of the deposit, if **either** they are forced by illness or other personal issues to abandon their role and no substitute can be found **or** circumstances beyond their control (such as a weather event or flood) mean that the event arrangements are undeliverable.

The Event Sponsor will report to the Treasurer after the event whether there are any items or fees to be deducted from the deposit.

5. Review of this policy

This policy will be reviewed by the Management Committee from time to time in the light of experience.

**APPENDIX A:
MENU OF FACILITIES AND SERVICES / CHARGES FOR PRIVATE HIRES 2022-2023**

Premises / service	Duration of booking	Corporate (commercial)	Corporate (not-for-profit)	Individual (non-member booking)	Member discount % on not-for-profit rates
Large Clubroom	Per hour	£36	£30	£36	5%
	4 hours	£100	£90	£100	5%
	Whole day	£276	£230	£276	5%
Small meeting room	Per hour	£18	£15	£18	5%
	4 hours	£65	£55	£65	5%
	Whole day	£138	£115	£138	5%
Croquet (one lawn)	Maximum 3 hours use	£70 up to 4 players £5 each additional player	£52.50 up to 4 players £5 each additional player	£70 up to 4 players £5 each additional player	NA
Bowling (max. two rinks)	Maximum 3 hours use	£50 per rink up to 6 players £5 each additional player	£40 per rink up to 6 players £5 each additional player	£50 per rink up to 6 players £5 each additional player	NA
Sport support service	2 hours only	£30	£30	£30	NA
Staffed Club bar (subject to WLBC licence)	Maximum 4 hours	£120 minimum spend	£120 minimum spend	£120 minimum spend	£120 minimum spend
Use of Club BBQ and/or kitchen equipment to cater for party	Per hour of room booking	£10	£5	£5	5%
Clean-up service		£50	£50	£50	£50
Security deposit		£100	£100	£100	£50