

# Budleigh Salterton Croquet Club Ltd,

Westfield Close, Budleigh Salterton, Devon EX9 6ST

## Our Facilities and Hiring them

We have a fully equipped clubhouse with kitchen, licensed bar facilities and four rooms which may be booked together or separately for events, meetings, talks or functions - we endeavour to be as flexible as possible to suit each occasion and meet your needs. Here is a guide to our charges for 'one off' arrangements but we are very happy to discuss longer term bookings - each case is taken on its own merits.

ROOM	Per Hour
Main Club Room	£14.00
Bridge	£12.00
South	£10
Verandah	£8
Use of Kitchen	£2 per hour (by negotiation) plus cost of any breakages
Heating	£3

Room Charges are reduced by 25% when hired by a club member for **personal use**. An additional charge of £4 per hour is charged for every hour after 10 30pm

If lawns are required the charges will be levied per player at the current club rate.

To check on availability or for more information please contact us on 01395 442598 or email [secretary@budleighcroquet.org](mailto:secretary@budleighcroquet.org)

To confirm your booking please complete the booking form below and send it together with a cheque payable to Budleigh Salterton Croquet Club Ltd.

## CONDITIONS OF HIRE FOR THOSE HIRING/USING THE CLUB PREMISES

### Covid 19

1. The Hirer accepts that the Government's advice and regulations will apply at all times and that any revisions which may be made by the Government from time to time will be adopted and adhered to, if necessary without notice. The Club asks and expects Hirers to stay away from the club in any circumstance where they or a member of their bubble/group is feeling unwell or displaying flu like or other symptoms which may be indicative of Covid 19
2. Hirers or anyone in their bubble/group must not come to the club when required or advised to self-isolate according to government regulations and advice.

### Emergency

1. The Hirer must nominate a person(s) to keep an accurate number and list of everyone attending in case of fire or emergency or any purpose relating to the Cov 19 rules and regulations
2. If the building should have to be evacuated, the nominated person(s) will take responsibility for ensuring that children, people with a disability, and all present are escorted from the building.
3. The fire assembly point is in the far corner of the main car park. Look for the assembly sign.
4. Emergency access for fire, ambulance etc, must not be restricted at any time.
5. All users should familiarise themselves with the positions of the fire extinguishers.
6. Fire exits are marked. Do not block these exits during or after your activity.
7. The main doors must remain unlocked during your period of use.
8. All users are prohibited from bringing hazardous substances onto the premises.

### General

1. Smoking is strictly forbidden on the premises.
2. Children under 12 years of age must be adequately supervised at all times.
3. If the bar is required, a Club member must be in attendance to supervise.
4. Only alcohol purchased from the Club may be consumed on the premises – inside or out.
5. All electrical equipment brought onto the premises must be CE marked and where relevant a copy of equipment compliance certificates and any insurance certificates. These can be attached to the booking form.
6. This also applies if you are employing someone who will be supplying/using their own equipment on the premises.
7. Rubbish is to be placed in the appropriate (non)recycle bins.
8. The Club must be left in a clean and tidy state.

### Kitchen

1. All users of the kitchen must follow current Health & Safety Regulations.
2. A familiarisation visit may be required for first time users of the kitchen.
3. All hirers/users of the kitchen will be given the following:-
  - a. BSCC 'Kitchen Risk Assessment'
  - b. 'Kitchen Equipment Information'. A list of kitchen appliances and equipment can be found in the pack.
4. Any user serving food must complete the 'Foods Provisions File' (located in the kitchen) indicating what food has been served (as recommended by the EHO).
5. Ideally any kitchen user who intends preparing/cooking raw food will have completed a Level 2 Food Hygiene for Catering Course, or similar (BSCC use High Speed Online Training). This can be attached to the booking form.
6. Breakages and minor maintenance matters are to be recorded in the 'Red' general instruction file (located in the kitchen).
7. General rubbish is to be placed in the appropriate (non) recycle bins in the kitchen.
8. Any leftover food must be placed in recycle food bags and removed from the site.

If in doubt about your planned event, please contact the Club Secretary for further advice and booking confirmation.

Budleigh Salterton Croquet Club

Facility/room booking request

Contact Name																				
Organisation																				
Contact details																				
Tel																				
Mb																				
Email																				
Dates required & Timings																				
Access required from																				
Purpose																				
No. of Attendees																				
Name of caterer if using																				
Rooms required	<table border="1"> <thead> <tr> <th>Club</th> <th>Bridge</th> <th>Verandah</th> <th>South</th> <th>Kitchen</th> <th>Lawns</th> <th>total</th> </tr> </thead> <tbody> <tr> <td>£</td> <td>£</td> <td>£</td> <td>£</td> <td>£</td> <td>£</td> <td></td> </tr> </tbody> </table>						Club	Bridge	Verandah	South	Kitchen	Lawns	total	£	£	£	£	£	£	
Club	Bridge	Verandah	South	Kitchen	Lawns	total														
£	£	£	£	£	£															
<p>I confirm I have read and accept the Terms and Conditions of the Budleigh Salterton Croquet Club as set out on the attached and attach a cheque payable to Budleigh Salterton Croquet Club Ltd for the agreed hire period.</p>																				
Signed																				
Name																				
on behalf of																				
Date																				
Cheque attached in the sum of £																				