



**Blisworth Football Club Trading Limited**

(Registered Charity No. 1198290)

Courteenhall Road, Blisworth. NN7 3DD

## **Clubhouse Booking Policy and Procedure**

Blisworth Football Club Trading Limited wish to ensure that the clubhouse is utilised for the benefit of Blisworth Village Residents and User Groups, as well as the wider community.

This policy is implemented to ensure the effective hiring of the Clubhouse to both regular user groups and private hirers. All persons hiring/using Blisworth Football Clubhouse or taking part in activities are expected to comply with the standards which are set out in this document. For any further information or clarification with regards to the hiring of the Clubhouse, contact the Bookings Team at [bookings@blisworthfc.co.uk](mailto:bookings@blisworthfc.co.uk)

### **Bookings**

The booking procedure for the hire of the Clubhouse is through the online system, **Hallmaster**, which can be found on the Blisworth Clubhouse website <http://www.blisworthfcevents.co.uk>

The system (alongside the Bookings Team) will:

- On receipt of an enquiry for a booking, contact the Bookings Team who will confirm/decline the booking;
- Produce an invoice for the hirer;
- Direct the hirer to acknowledge they have read and understood the Hiring Agreement (**Appendix A**);
- Signpost the hirer to the Clubhouse's policies and risk assessments which are all to be read prior to the start of hire;
- Produce a receipt for the hirer once the event has ended and full payment has been received;
- Ensure all fees are collected from the hirer.

**Date of policy: May 2025**

**Date of review: May 2026**

## **Fees**

All bookings to be in whole hours with start and finish times on the hour or the half hour. The following tariffs apply and to be appropriately selected at the time of booking through Hallmaster:

- Event rate (parties, celebrations) - £40 per hour
- Standard room hire (meetings, organisation gatherings) - £20 per hour
- Late Licence (until 12:30am) - £60
- All evening bookings require a £250 deposit

## **Access**

A member of the Bookings Team will make contact with the hirer when confirming the booking through Hallmaster. This is to arrange gaining access to the Clubhouse for the event, any housekeeping procedures, as well as answering questions.

## **Standards for the hire of Blisworth Football Clubhouse**

Blisworth Football Club Trading Limited would like all users to embrace and enjoy the facilities and activities of the Clubhouse. To achieve this, every user is expected to adhere to the following standards:

- Exercise a duty of care for the health, safety and welfare of all persons using Blisworth Football Clubhouse facilities (Maximum capacity 120 persons);
- Ensure compliance with Blisworth Football Club Trading Limited policies;
- Ensure all children and young persons under the age of 18 are supervised at all times, by an appropriate adult;
- Treat everyone with respect and in accordance with their needs, embracing individual difference;
- Leave all facilities clean and tidy, and report any damage or hazards to the Bookings Team;
- Ensure the building is left safe and secure.



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### **Hiring Agreement**

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the Hirer is an organisation or group, the authorised representative. The HIRER will be over 18 years of age. This Hiring Agreement is in line with the Blisworth Football Club Trading Limited Health and Safety Policy; Blisworth Football Club Trading Limited Safeguarding Policy, and the Clubhouse Booking Policy and Procedures.

**Blisworth Football Club Trading Limited does not take responsibility for the loss or damage to any goods, including equipment, clothing, jewellery, vehicles or their contents, or money of the Hirer or the Hirer's guests during the period of hire.**

#### **Standard conditions of hire:**

#### **Use of premises**

- The Hirer shall pay at the time of booking, through Hallmaster, the required tariff.
- The evening bookings deposit will be refunded provided there is no loss or damage to the Clubhouse and that it has been left in a clean and tidy condition.
- The refund of the deposit in whole or in part is at the discretion of the committee and will be through Hallmaster.
- The Hirer shall not use the premises for any purpose other than that advised at the time of booking.
- The standard capacity of 120 persons must not be exceeded at any time during the hire.
- The Hirer must always be present during the period of hire, and take responsibility for the supervision, behaviour and health and safety of all those attending the event.
- The premises will not be used for any form of adult entertainment of a sexual nature.
- The Hirer is requested to ensure users have consideration for local residents during the hire and that they leave quietly at the end of their event.

#### **Health and Safety**

- There is a no smoking policy, including vaping, operating throughout the building.
- The Hirer is responsible for making guests aware of the emergency fire exits and evacuation routes (as detailed in the Blisworth Football Club Trading Limited Health and Safety Policy), and to ensure the fire exits are not obstructed at any time.
- The Hirer is responsible for ensuring the premises and their contents are not damaged or misused. In the event of any damage being caused or extra cleaning required to the Clubhouse and/or the contents of the car park and surrounding area

caused as a result of the hiring, the cost of such will be indemnified by the hirer to the Clubhouse (deducted from the deposit if necessary). The decision of the committee in all matters concerning the Clubhouse is final.

- The Hirer shall, if serving food, ensure all relevant food health and hygiene legislation and regulations are adhered to (as displayed in the kitchen).
- The Hirer shall familiarise themselves with the location of the First Aid Kit and Accident Forms which are located in the kitchen.
- At the end of the hire, the Hirer is responsible for:
  - ensuring the Clubhouse is left in a clean and tidy condition;
  - floors being swept, all work surfaces wiped down and kitchen equipment left clean;
  - cleaning all tables and chairs;
  - checking all toilet facilities are clean and tidy;
  - ensuring all rubbish is bagged and put in the outside bins;
  - checking all lights are turned off;
  - checking the building is properly secured, including closing all windows, and closing and locking the front door.

### **Wi-Fi Service and Data Collection**

- Blisworth Football Club Trading Limited uses personal data for the purposes of the management of the Clubhouse, its bookings and finances, and running of events. Data may be retained for up to 7 years for accounts purposes and for longer where required e.g. by the Clubhouse's insurers.
- The Hirer will take all practical steps necessary to make sure any equipment connected to the Blisworth Football Club Trading Limited Wi-Fi network service is adequately secure (such as up-to-date virus software, system updates).
- Blisworth Football Club Trading Limited Wi-Fi network service is not secure and cannot guarantee the safety of traffic across it. The Hirer will use this service at their own risk.
- The Hirer will respect the system security and will not disclose any password or security information that is given to them.
- The Hirer will not upload, download, access or forward any material that is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring Blisworth Football Club Trading Limited into disrepute.

When agreeing to this Hiring Agreement for a one-off hire or on behalf of the organisation which I represent, I confirm the compliance with this Agreement for all and that I am authorised to make this declaration on behalf of all persons involved in the hire.

By booking this facility you are making a contract that obliges you to abide by the conditions listed above and to pay the hire and other charges set out herein. These conditions are intended to balance and protect the interest of all users and the Clubhouse to ensure all activities are safe and within the law.

**I confirm that I:**

- **Have read the Blisworth Football Club Generic Risk Assessment and the Blisworth Football Club Trading Limited Fire Safety Risk Assessment;**
- **Will follow all actions detailed above;**

**Name:**

**Purpose of hire:**

**Signed:**

**Date:**

***This declaration will be kept on file for the duration of the hire and safely destroyed when this has ended.***