

**PLEASE READ ALL TERMS AND CONDITIONS BEFORE RETURNING THE FORM.**

All persons hiring the IBC clubhouse **must be** either:

(a) Members of the Club or (b) sponsored by a Member of the Club.

The sponsor **must be present** during the time the Club is being used by any persons other than Club Members.

A private function is defined as a wedding reception, anniversary celebration, birthday party, etc.

Please note 18th/21st & 30th birthdays are **NOT PERMITTED**

**We DO NOT allow Dogs on the premises (unless it is a service Dog)**

Should any damage occur to the Bowling Green caused in any way, by persons using, or invited to the Clubhouse by the person signing below, that person (the Hirer) shall be liable for the whole cost of repair.

All reasonable care and attention must be given to the Clubhouse and its furnishings. Should any breakages occur, they should be reported to the Club Member present, and the cost of repair or replacing the item/s will be the responsibility of the person hiring the premises.

No alcohol or other drinks are permitted to be brought onto the premises. With prior arrangement a **£2 per bottle corkage charge will apply.** Only authorised persons are permitted to serve alcohol from the Bar.

**No electrical equipment** (excluding professional disco equipment) can be brought into the club without prior arrangement with the secretary.

All reasonable care and attention must be exercised to prevent any nuisance being caused, either by inconsiderate parking, or noise, to the Clubhouse's immediate neighbours.

***Safety Regulations:***

The Clubhouse is limited to the maximum number of **120** people.

The sponsor present is responsible for ensuring that the fire doors are unlocked and free from obstruction during the event and should be aware of the location of the Fire Extinguishers and the First Aid Box.

The sponsor present is responsible for ensuring that all windows are closed, the Bar and all doors are secured; lights and other electrical items are switched off (other than heating) and that the premises are left in a clean and tidy condition.

Any furniture that has been moved must be put back in its original place.

**Any furniture or props for the function must be removed by Midnight**