



East Dorset Indoor Bowls Club Ltd  
Stony Lane South  
Christchurch  
BH23 1HW  
T: 01202 483317  
W: [www.eastdorsetibc.org.uk](http://www.eastdorsetibc.org.uk)  
E: [manager@eastdorsetibc.org.uk](mailto:manager@eastdorsetibc.org.uk)

## TERMS AND CONDITIONS OF HIRING

**Please note:** This form must be signed and a copy returned to the office before your event can take place.

This document defines the terms and the conditions under which East Dorset Indoor Bowls Club hires its facilities and the responsibilities of the Hirer within the document.

**All use of the Centre premises and facilities is subject to the Hirer (18+) accepting full responsibility for:**

- (a) The safety of their members/guests
- (b) Any damage or loss to contents
- (c) The security of the premises.

**Insurance:** The Hirer shall be responsible for providing Liability Insurance for their group, organisation or event ensuring adequate insurance is in force for all legal liabilities which could arise, including: death or personal injury, to third parties (including employees and volunteers) or damage to the property or property of others, arising out of the Hirers occupation and activities whilst at the premises. EDIBC reserve the right to request evidence of such cover. The Hirer shall indemnify EDIBC for the cost of any damage done to any part of the property, including the contents of the building during or as a result of a booking or loss of equipment including that from the kitchens.

**Fire Safety Requirements:** Please read the relevant fire exits and evacuation procedures as set out in the attached Fire Instructions to your group. Do not obstruct any gangways or emergency exits.

All leaders should sign in at reception at every session and keep a register of their group's attendees. This must be taken with them in case of evacuation of building to ensure everyone is out of the building, including the safety of disabled and wheelchair bound members.

**Alcohol Regulations:** All Hirers are permitted to sell alcohol at their meetings and functions provided they have applied for a temporary event notice (TEN) by contacting Bournemouth, Christchurch & Poole (BCP) Council at least 4 weeks prior to their event. A copy of the TENS License must be provided to the Centre staff prior to the event. It is the responsibility of the organiser to ensure that no alcohol is sold or dispensed to any person under the age of 18.

When alcohol is supplied or made available at a private function then the organiser must ensure that no person under the age of 18 is allowed to consume alcohol. The Hirer guarantees EDIBC will be indemnified against losses and legal liability in the event of any breach of the Licensing Act.

Please note that during the day and some evenings tea and coffee may be obtained in the main lounge bar downstairs. Also the bar is open at lunch time and some evenings to purchase alcoholic drinks.

**Car Parking:** There is a Council Car Park adjacent to EDIBC – free after 7pm but otherwise tickets can be obtained from the machine. The car-park in front of the centre is for staff only. However it can be used as a drop off point for equipment etc – please contact the centre office manager for a temporary parking pass.

**Smoking:** No smoking or vaping is permitted anywhere inside the premises

**Safety:** Highly flammable substances must not be brought into or used in any part of the premises. No internal decorations of a combustible nature (eg candles, cotton, polystyrene etc) No unauthorised heating appliance shall be used in the premises and the Hirers must indemnify EDIBC against any damage caused by electrical appliances such as projectors, computers etc. Any such equipment must carry a current Portable Appliance Test Certificate (PAT).

Organisations and individuals catering in the Centre must observe the **Food Handling** notices displayed in each kitchen and such organisation and individuals are responsible for their own food safety.

**Upstairs Rooms:** Owing to the structure of the upstairs we are unable to allow dancing or boisterous play in either of the rooms for Hirers. Please note that the glass windows facing the rinks in the club must not be touched or leaned upon, please refrain from standing or sitting on the mantle.

Large room capacity: 80

Smaller room capacity: 25

Upstairs Toilets accessed from the large room. Ladies directly from that room and Gents opposite side through a door into the corridor. A Disabled toilet is next to the Gent's toilets.

There is a designated disabled toilet in the downstairs corridor next to the Gent's Changing Room. The light is outside in the corridor at wheelchair height. All other lights for toilets have automatic movement sensor lighting.

**First Aid:** A first aid box is kept next to the defibrillator

Please note that there is a defibrillator in the main lounge and can be taken off the wall and used anywhere in the building. Someone must phone for an ambulance whilst another uses the machine. Follow the instructions that are given to you.

Any accident occurring in the club must be reported to the Office Manager.

**Setting Up:** Any deliveries made to the centre for an event or function must be authorised by the Office Manager.

No decorations are to be fixed to any walls without consulting the office manager.

If you would like the room set out differently please give us a layout of the room a minimum of 3 days before the event. Also we need to know number of guests so that we can provide the appropriate number of cups etc.

**Security:** EDIBC cannot accept responsibility for damage to or loss or theft of the Centre users' property or effects.

All Hirers to secure windows and doors at the end of their event.

**Cleaning:** Please leave the premises in a tidy state. No rubbish is to be left in or about the Centre.

All furniture and equipment should be returned to its original position.

Please report any breakages, damage to the equipment or part of the premises to the office.

**Cancellations:** In the event of a hirer cancelling please let us have details in writing (email will suffice). A charge may be applied for any costs incurred prior to the cancellation.

**Charges:** Large Upstairs Room: £30 per hour

Smaller Upstairs Room: £15 per hour

5-Litre Airpot with boiling water supplied with tea, coffee and milk: £20

**Payment:**

An invoice will be raised for you through the Office Manager with the instructions for payment.

I confirm that I have been given the opportunity to read the Health and Safety Policy and the Fire Safety Information.

I agree to the Terms and Conditions of Hiring

**Signed.....Date.....**

**Name of Organisation:.....**

**In capitals please**

**BOOKING FORM FOR HIRER – TO BE FILLED IN AND RETURNED TO EDIBC  
OFFICE MANAGER**

Name of Hirer.....

Address.....

.....

Phone.....Email.....

Company or Club Name.....

Contact details for invoice if different from above.....

.....

Date and time of event .....

Number of guests:.....Will you sell alcohol?    Yes    No

**Please tick facilities you wish to include in your hire:**

Upstairs Dining Room ☐      Smaller upstairs Room ☐

Glasses ☐      Jugs for water ☐      Cups/saucers ☐      Plates ☐

**Please return this form with Booking Form**

## **WHERE TO FIND EXTINGUISHERS AND FIRE ALARM**

Fire bell in downstairs lounge

### **Rink Area**

Fire Exit bar end + water fire extinguisher and fire alarm (4)

Fire Exit top end + water fire extinguisher and fire alarm (5)

Fire bell lounge of rink six

Fire exit at the lounge of rink 4 into the foyer + water fire extinguisher at door

### **Bar area**

Fire exit on back wall + Carbon Dioxide extinguisher

### **Foyer**

Fire Alarm (2) and Foam extinguisher at front door + door release to open the door  
+ a **green emergency exit box** – break the glass in an emergency

### **Corridor to changing rooms**

Water extinguisher outside Ladies' Changing Room

Water extinguisher further inside the Men's Changing Room and carbon dioxide extinguisher near door

Fire Alarm (1) at bottom of the stairs (foyer) near main entrance

### **Top of Stairs:**

Water extinguisher + disabled refuge – Do not use lift

End of corridor to Gents Toilet and committee room Carbon Dioxide extinguisher

### **Upstairs Rooms: (First Aid box on bar)**

Water extinguisher and carbon dioxide extinguisher + fire alarm (3) and fire bell and Carbon Dioxide extinguisher

If stairs are blocked by smoke or fire use the emergency exit marked 'emergency exit and kitchen staff' At the far end of the large room. Go down the stairs through the fire exit + a fire alarm

**Kitchen:** Powder extinguisher + fire blanket + wet chemical extinguisher

**If the fire alarm is activated, follow the green arrows to your nearest exit and meet on the car park in front of the building before making your way to safety in the adjacent main car park**

### **WHICH EXTINGUISHER SHOULD I USE?**

#### **FOAM EXTINGUISHER**

Safe on wood, paper and textiles

Safe for flammable liquids

#### **WATER EXTINGUISHER**

Safe on wood, paper and textiles only

#### **CARBON DIOXIDE EXTINGUISHER**

Safe for flammable liquids

Safe for electrical equipment

#### **POWDER EXTINGUISHER**

Safe on wood and paper

Safe for flammable liquids

Safe for gaseous fires

Safe for electrical equipment

#### **FIRE BLANKET**

Use to smother kitchen fires

#### **WET CHEMICAL EXTINGUISHER**

Safe on wood, paper and textiles

Safe for flammable liquid

Safe for cooking oils and deep fat fires

## **EAST DORSET INDOOR BOWLS CLUB**

### **HEALTH AND SAFETY POLICY**

It is the responsibility of all members and staff of EDIBC and those who hire the facilities, to adhere to the following policy and report any health and safety problems they may encounter, to the Office in the Reception.

**Car Park:** The surface of the car park outside the club must be maintained to minimise the risk of slips and trips. The car park is only for personnel on duty in the club and by any emergency service.

**Movement around the building:** No equipment should clutter the floors around the club. All Fire Doors should be kept clear and the pathways to the emergency exits.

The lighting in the club is sufficient for the safe movement in all areas and emergency lights will guide you to the exit if the lighting system fails. Movement sensor lights have been fitted on the outside ramp for safety. The uneven tarmac has been sprayed and a warning sign has been placed at the ramp front door.

All signage, noticeboards and shelving are permanent fixtures but must be inspected in case of wear and tear.

Ensure carpets and hard flooring are maintained in good condition.

All stairs/steps have rails (inside and outside the centre)

**Changing Rooms:** The lights are activated when the door is opened (saving electricity). No equipment or personal property should be left on the floor. Nothing heavy should be stored on the locker tops. Any problems in the toilets should be reported to the Office. i.e. paper towels/ toilet paper required.

The disabled toilet is outside the Men's changing room at the end of the corridor – please note the light is situated outside the room at wheelchair height. Please ensure the light is switched off after use.

The Upstairs Disabled toilet is next to the Men's toilet in the corridor and the light comes on automatically and will switch off again when not required.

**Electrical Equipment:** All equipment has been PAT (Portable Appliance Testing) tested and needs updating when required. Any electrical equipment brought into the premises should have been PAT certified before use.

The Club has a Certificate of Safety for the electricity supply, in line with the insurance policy.

**Other Equipment:** Gas equipment, Ventilation, Air conditioning etc have annual inspections.

**Cleaning chemicals:** Safely stored away from the members and public.

**The Lift:** At present this is unavailable for use. We are hoping to have it serviced asap.

**Bar and Kitchen Areas:** These areas should be only used by employees and volunteers of the Club. The kitchen upstairs can only be used for cooking by prior arrangement. Only trained staff, with the appropriate health and hygiene certificates, will be able to prepare food in the kitchen and a high standard of cleanliness must be maintained. There will be a charge for its use.

Permission can be given to groups to wash up their crockery etc they have used, but only by prior arrangement.