

THE HALE CLUB LIMITED CONDITIONS OF HIRE



1. In these conditions, the expression 'the facilities' shall mean the rooms, premises, grounds comprised in the hiring or any part thereof. The expression 'the Hirer' shall mean the person who signs the Application Form, and where a promoting organisation is named, the organisation shall also be considered the Hirer and jointly and severally liable with the person who signs the form. The expression 'the Club' shall mean the committee of the Hale Club Ltd or where appropriate, a member of that committee or the manager, where powers are delegated.
2. All applications for hire of the facilities shall be in writing, on forms supplied by the Club.
3. The Club reserves the right to reject as it sees fit any application or part thereof for hire of the facilities.
4. The Club reserves the right to alter the changes and fees at any time.
5. The facilities do not have a music and dancing licence and therefore hire is restricted to events organised by and for private parties by individuals or clubs or organisations and their guests, and the facilities cannot be hired for events open to public admission.
6. The Club rules and licence permit the sale of intoxicating liquor to non-members on the occasions of social events, provided that such occasions shall not take place more than 20 times in any one year or more than one day in any one week. The allocation of this right will be at the discretion of the Club and the sale or supply of intoxicating liquor is prohibited unless an appropriate licence is in force at such time.
7. If bar facilities are required it is a condition of hire that no drinks (including alcohol, soft drinks, etc) purchased elsewhere are brought into the facilities.
8. Intoxicating liquor will not be served or supplied to any person under the age of 18 years, or appearing to be under that age.
9. If the Hirer requests an extension of licensing hours, the Club will apply for an extension but cannot guarantee this.
10. A non-returnable deposit of 50% of the agreed hire fee shall be paid at the time of applying for hire and the balance shall be paid on the day of the event.
11. Notice of cancellation must be received not less than 14 days prior to the event, if not the full agreed hire fee must be paid.
12. The Hirer shall indemnify the Club against any infringement of copyright in respect of any dramatic or musical work.
13. The conditions attached to all statutory licences and regulations in force shall be duly observed by the Hirer.
14. The hiring does not entitle the Hirer to use or enter the facilities at any time other than specific hours for which the facilities are hired unless prior arrangements are made with the Club.
15. The Hirer shall take good care and not cause or permit any damage to the facilities or any part thereof, or any fittings, equipment or other property therein and shall make good and pay for any damage thereto (including accidental damage) caused by any act or neglect of him/herself or persons using the facilities by reason of use of the facilities by the Hirer.
16. The Club will accept no liability in respect of any injury, damage, of theft or loss of property by the Hirer or his/her employees or by any other person using the facilities by reason of the hire save to the extent that such loss or damage is attributable to the negligence of the Club. The Hirer shall indemnify the Club against any such claims.
17. The right of entry to the facilities is reserved to the Club at any time during the hiring.
18. The hirer shall during the hiring be responsible for:
 - a) The efficient supervision of the facilities including effective control of children, the orderly and safe admission and departure of persons to and from the facilities, and safe clearance in case of emergency.
 - b) The safety of the facilities and the preservation of good order and decency.
 - c) Ensuring that all doors, corridors, etc, giving egress from the facilities shall be kept unfastened, free of obstruction and available for exit during the whole time the facilities are in use.
19. No bolts, nails, screws, pins or other like objects shall be fixed to any part of the facilities nor placards or other articles be fixed thereto.
20. No additional lights, apparatus or extension from the existing electrical fittings shall be used without the consent of the Club. Any electrical equipment used on the premises by the Hirer or his/her contractors must have the required safety conformance certificate, which must be made available to the General Manager of the Club.
21. Supply to any electrical equipment used outside the clubhouse must be fed from the Hale Club ELCB distribution board.
22. The Hirer shall at expiration of the hiring leave the facilities in a clean and orderly state.
23. The Hirer's attention is particularly drawn to the need to vacate the facilities in a quiet and orderly manner in view of the proximity of nearby residential properties and to vacate the facilities and carry out any work necessary under condition 21 by the 'finish time'.
24. The Club reserves the right to cancel at short notice or during the hiring should these conditions not be complied with
25. Any structure erected temporarily within the facilities must have the necessary safety conformance certificate, which must be made available to the General Manager or a Board Director of the Hale Club.



USE OF ANCILLARY ELECTRICAL EQUIPMENT SAFETY PROCEDURES

THE HALE CLUB LTD (HERTFORD RFC) January 1st 2018

The following notes should be followed by all those using the club electrical system to supply ancillary equipment either externally and internally . This includes Club Officials , Staff , Members , Players , Tenants and Hirers.

1/ Any equipment bought onto the premises including entertainment , tools , plant , refrigeration , cooking etc . must have a current PATs Certification, sight of which can be made available on request .

2/ The 13 amp ring main in the clubhouse should not be overloaded . Trailing plug boards may only be used for low output items such as computers , low energy lighting ,hand power tools etc . On no account should high consumption apparatus e.g. cooking or lighting equipment be run from the 13 amp sockets unless checked and authorised.

3/ Extension cables may be used internally but if coiled or wound must be fully extended .

4/ Power to outside equipment must not be supplied from inside the clubhouse to any external sources unless authorised by The Ops Director or the Club Electrician.

5/ The club has a fully protected 13 amp supply board for use externally . There are 2 x 5 pin output sockets to supply this unit . One is on the bulk head of the upstairs balcony near the SQ entrance doors and the other at the changing room end under the balcony . The distribution board itself is kept locked away and can only be accessed by request to the Ops Director or Kevin Brewer. The board has two cables ,one of 20 metres and a second of 50 metres . They can be connected together via the 5 pin 32 amp male and female sockets fitted - giving a total run of 70 metres if required

Note !Under no circumstances must this piece of equipment be tampered with or altered in any way even temporarily. Please also note that when in use externally , the unit should be kept under cover e.g. in a gazebo or similar.

6/ Outside hire . Bouncy Castles and other inflatable products , catering equipment e.g. Donut , Pizza , Coffee and other machines that require a higher electricity supply must be self generated and under no circumstances can be run from the club electrical ring main source .

Anything questions related to the above or other queries should be directed to :

Dave Baseley . Operations Director – The Hale Club Ltd .

dave.baseley@btinternet.com 07831 884788

Kit Burgess - Club Electrical Contractor

kitburgess@btinternet.com 01438 869435

Kevin Brewer - Cool Cooks Catering

kevin@coolcooks.com 07765 413845



HEALTH & SAFETY HALE CLUB LTD

Please assist us in ensuring that the club remains a safe and secure environment for all Members, Players, Tenants and Visitors by observing the following guide lines.



Main Entrance Drive.

We now have a two way entrance to the club. Please observe the speed limits which are: 15mph to the top of the drive then 5mph through the front car park and along the rear road behind the clubhouse.



Parking.

There is no parking in front of the double gates to main club pitch or outside the changing rooms. These are for emergency services access and exit. There is also no parking in the main drive.



Clubhouse.

Smoking is prohibited anywhere in the main building including the Bars, Dining Room, Corridors, Cloakrooms or Changing Rooms. Studs must not be worn at any time inside the building.



Glasses.

Only plastic glasses can be taken outside. Any empty bottles or cans can be returned to the bar or deposited in the various waste bins. Cigarette ends should be put in the wall mounted ash trays located on the front wall of the main bar. Please avoid dropping them on the edge of the pitch or path way.



Spectators.

Spectators are urged to be vigilant when watching from the touchlines at all times. You will see players in a ruck or tackle before they see you. It is vital that an adult accompanies junior supporters at all times and they must never be allowed onto the pitch during the duration of a game. All spectators, regardless of age, should keep at least 1 metre from the touchline. At no time should anyone other than game officials be on the touchline around the 1st team pitch. All spectators must be behind the barrier on the Clubhouse side or behind the advertising boards running along the other three sides.



Dogs.

In the interests of health and well being, particularly for our junior playing members and those who look after the grounds, apart from those for the blind, dogs are not permitted within the grounds or clubhouse at any time. This is a zero tolerance policy and no concessions can be made whether it be Club Members, Visitors, Neighbours or any Members of the Public.



General Rubbish and Litter

Please assist us in keeping the club tidy by using the bins placed around the grounds and inside the building. Parents are also encouraged to see that their children do the same



CCTV

Security cameras are in operation around the clubhouse at all times. However it is highly recommended that no valuables are left in vehicles and that they are locked at all times. The club cannot accept any liability for damage or loss of property.



Safety checks

We carry out regular electrical and gas safety checks. To comply with this, any equipment bought into the facility must have appropriate valid certification. In particular, electric items will need to be accompanied by a current PATS certificate. A full specification of these requirements can be obtained from The Operations Director.



Accidents

A club accident book is kept behind the bar. Please report any incidents to The Bar Manager or The Ops Director immediately, ensuring that full details are logged.



Fire Emergency

There are heat detectors and sounders in the main club building ie Bar, Kitchen, Boiler Room and 1st floor landing. In the event of alarm activation please observe the following:

Main Bar Vacate via Lounge bar fire exit, the main bar double doors or rear corridor. Muster in front car park towards the bungalow end.

Dining Hall Exit through fire doors at rear of the hall, along rear roadway to front car park.

Spectator Balcony / Committee Room Exit 1/via internal stair case to the rear fire door, turn right to main car park or left to rear car park. Exit 2 via external stairs directly to front car park and move away from the building towards the bungalow.

Thank you for your co – operation

The Hale Club Ltd.



Certificate of Public and Product Liability Insurance

Policy number	080X3356455/N06
1. Name of policyholder	The Officers Committee and Members for the time being of Richard Hale Association Hale Club Ltd
2. Date of commencement of insurance	31 December 2017
3. Date of expiry of insurance	Noon 31 December 2018
4. Business(es)	Service Management, Property Owners, Bar Services
5. Limit of indemnity	
Public Liability	£5,000,000 any one incident
Product Liability	£5,000,000 in total for any one period of insurance

This is to certify that the policyholder is insured under the above numbered policy, subject to the terms and conditions agreed with the Insurer.

Signed on behalf of

The National Farmers Union Mutual Insurance Society Limited (Authorised Insurer)

Head Office: Stratford upon Avon

Steve Bower
Customer Services Director

This certificate does not form part of the policy / contract with NFU Mutual. It is a summary of the cover in force and full details are found in the policy.



Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

This policy covers the holding company and only the named subsidiaries

Policy number	O80X3356455/N06
1. Name of policyholder	The Officers Committee and Members for the time being of Richard Hale Association Hale Club Ltd
2. Date of commencement of insurance	31 December 2017
3. Date of expiry of insurance	Noon 31 December 2018

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey or the Island of Alderney (b)
2. (a) The minimum amount of cover provided by this policy is no less than £5million (c)

Signed on behalf of

The National Farmers Union Mutual Insurance Society Limited (Authorised Insurer)

Head Office: Stratford upon Avon

Steve Bower
Customer Services Director

Notes

- (a) *Where the employer is a company to which regulation 3 (2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*
- (b) *Specify applicable law as provided for in regulation 4(6) of the Regulations.*
- (c) *See regulation 3 (1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*