



Lettings Policy

1. All lettings & hire will incur a rental charge, unless agreed by the Executive Committee that a charge should be waived. Any clubs or societies which the Committee consider are affiliated to the Club will not be charged for room hire.
2. Hire costs are reviewed regularly and checked against other local facilities to ensure they are set at a comparable market rate. Prices are available upon enquiry.
3. The lounge bar is the only space available for hire. However, it is not possible to grant exclusive use of the Lounge Bar during normal opening hours as members cannot be excluded.
4. During normal opening hours, the Lounge Bar (or sections of it) may only be hired by Club members for events that don't conflict with Club opening hours and regular activities. There is a maximum number of guests allowed depending on day/time being booked and the space already utilised by those regular activities. Any Club organised events will take priority.
5. The Lounge Bar may be hired by clubs, businesses and individuals for other purposes outside of normal opening hours. Non members are not permitted to use the facilities provided for members use only nor to use the members area.
6. A security deposit of £50 against damage or the room being left in an unacceptable condition will be required for all lettings unless the Committee specifically decides otherwise. This will be refundable after inspection to ensure that the conditions of hiring have been observed, in particular that no damage has occurred and rooms have been left in a clean and tidy condition. The decision made by the booking secretary is final.
7. For every letting, the hirer must complete, sign and retain a copy of the Harwellian Club lettings agreement and be given a copy of the full conditions of use.
8. Payment of the hire fee and the deposit is due 2 weeks before hire commences. Until paid the hire will remain provisional and may be cancelled by the Club.
9. Cancellation of the hire will incur the loss of all or part of the booking fee, at the discretion of the booking secretary.
10. Room hire will include any extra wages incurred as a result of the booking, at a rate of £10/hour for each extra member of staff. This depends upon the number of people in attendance (approx. 1 staff member per 40 guests) and may be refunded if takings exceed an agreed amount. The agreed amount to be determined by the hirer and the

booking secretary.

11. Hirers are only permitted to use kitchen facilities if they have pre booked the use. Only 'approved kitchen users' are allowed to enter the kitchen (this approval requires validation following the completion of appropriate training).
12. Hirers are permitted to bring their own food, but in this case, the kitchen is not available, and the hirers are responsible for provision of all crockery/cutlery, cleaning, and the removal of all waste.
13. A small selection of crockery and a kettle may be available to hire, please enquire for details.
14. All fire regulations must be adhered to with particular emphasis on all fire exits being left clear at all times. It is the responsibility of the hirer to familiarise themselves and the rest of their party with the location of the fire exits.