

Taupo Bridge Club (Inc.) Clubrooms Hire Policy

As amended and approved by the Committee and the Annual General Meeting on 29 October 2024.

1. Only the committee may approve the hiring out of the clubrooms.
2. An application to use the clubrooms must be made in writing to the committee outlining the purpose of the hire.
3. A member, or a group, or an organisation may apply to the committee to hire the clubrooms. The committee will discuss the suitability of every application in regard to the overall operation of the club – eg playing sessions, dealing requirements, any special club events.
4. Once the committee has approved a hire one or two committee members will be tasked with the supervision of the hire. This will take the form of meeting with a leader of the group and setting out our expectations of the hire, opening the rooms on the date of the event and closing the clubrooms at the conclusion of the event. The hirer at no point will have their own key.
5. The maximum number of people in the clubrooms at no point may exceed 100 people.
6. A fundraising activity is permitted provided the funds are for a non-profit making organisation. This excludes businesses and individuals seeking financial or personal gain from fundraising.
7. Social gatherings shall be only for club members or the club members immediate family in the most part, however, each request to hire the clubrooms will be dealt with on its own merits. **Groups that hire our venue will be asked to show their Public Liability Certificate where appropriate.**
8. The committee shall approve from time to time the cost of the hire.
9. A charge of \$80 per half day (4 hours) or \$150 per whole day (8 hours) shall apply from 1 January 2024 until next reviewed. An additional charge of \$50 will be applied if the kitchen facilities are to be used. Payment for hireage will be invoiced prior to the event.
10. The maximum hours that may be charged in any 24 hour period is capped at 8 hours between 9am and 5pm unless otherwise agreed.
11. It is the responsibility of the hirer to apply for a special liquor licence if they intend to supply or sell alcohol.