



Twickenham Rowing Club
Eel Pie Island
Twickenham
TW1 3DY

Telephone: 07966 519 844
Email: info@twickenhamrc.net

Terms and conditions for hiring the clubhouse 2018

1. APPLICATIONS

- 1.1. All applications for hire should be made to the Facilities and Events Manager, Twickenham Rowing Club, Eel Pie Island, Twickenham TW1 3DY.
- 1.2. The Twickenham Rowing Club reserves the right to refuse any application without stating the reason for doing so and reserves the right to impose special conditions should this be required.
- 1.3. Every application must state the nature and purpose of the letting for which the facility is required and cannot deviate from this without permission from Twickenham Rowing Club.
- 1.4 The Twickenham Rowing Club will have the power at any time and without previous notice to cancel any letting. Accommodation is available at the discretion of the Twickenham Rowing Club. The right to use the said facilities are not transferable.

2. CHARGES

- (a) Charges for the use of the facilities shall be as indicated by the Twickenham Rowing Club that reserves the right to alter, add to, omit or vary the said charges.
- (b) An additional fee is payable by the Hirer for each hour or part of an hour that the said facilities are retained by the Hirer from the expiry of the contractual period until the Hirer has returned control thereof to Twickenham Rowing Club ready for use by a subsequent Hirer or the club members. The additional fee is calculated pro rata to the total fees paid or payable for the contractual period to the nearest complete hour.

3. PAYMENT

- 3.1. A returnable deposit of £200 cheque or cash is required to secure the booking and will be forfeited if the premises or its grounds and access route are left in an unreasonable condition, damaged or the function unreasonably over-runs its exit time or extra cleaning is required or if any guests are found to be smoking on the premises. This is at the discretion of the Twickenham Rowing Club and is not negotiable. The hirer will be responsible for ensuring that the clubhouse and kitchen is left as it was found after use, and that any rubbish is removed, and spillages cleaned up. The deposit cheque or cash will be returned once an inspection of the premises has been carried out and the club reserves the right to invoice the hirer for any additional sums required.
- 3.2. Deposit cheques must be made payable to Twickenham Rowing Club and post-dated with the date of the event booked.
- 3.3. Upon return of the signed acceptance sheet, the Hirer must enclose the full amount due or make a direct payment into the Twickenham Rowing Club's bank account. Details of which can be found on the

acceptance sheet. The contract document shows the amount of the basic hire charge and any additional charges that shall be paid by the Hirer. Full payment of the hire fee is required at least one month prior to the event unless there are exceptional circumstances where the Twickenham Rowing Club may accept last minute hire of their facilities at their own discretion.

3.4. The said contract, the appropriate payment and any relevant insurance policy (if required) must be sent to: Events Manager, Twickenham Rowing Club, Eel Pie Island, Twickenham TW1 3DY as soon as possible. Provided that all documentation proves appropriate, written acknowledgement will be forwarded to the Hirer whereupon the booking is confirmed, subject to the remaining conditions contained herein. The Hirer must contact the Event manager by telephone on 07966 519844 or by email at info@twickenhamrc.co.uk at least seven days prior to the event to ensure that all arrangements are confirmed.

3.5. Block bookings. Upon return of the signed contract, the Hirer shall enclose either (i) the full amount due or (ii) the first month's payment (as appropriate). Where payments are made on a monthly basis, these shall be paid monthly in advance for the duration of the booking.

3.6. If the Hirer requires specific choices of beer, wines or champagne etc. to be provided for their event, this will also be included in the Hire Charges and must be arranged with the events manager and paid for prior to the event.

3.7. If the Hirer, or their guests, wish to provide free drinks for the other guests, a tab may be run by leaving their payment card with the bar staff or paying cash up front. If the payment card is declined, photo and address ID will be required to return the card to its owner, so that the Twickenham Rowing Club can recoup the cost of the tab.

4. CANCELLATIONS

(a) by the Hirer:

Single booking: in the case of cancellation the Hirer will reimburse the Twickenham Rowing Club for any losses incurred, including loss of letting income and at the discretion of the Twickenham Rowing Club may forfeit the said deposit.

Block bookings: in the case of a cancellation of a block booking, the Hirer shall pay to the Twickenham Rowing Club the full amount of the basic hire charges together with any other losses incurred, unless 21 days' notice is given in writing.

(b) by the Twickenham Rowing Club. The Twickenham Rowing Club reserves the right to close or prohibit the use of any of the said facilities at their discretion. Any amounts paid by the Hirer in respect of a booking cancelled in respect of or in accordance with this condition will be refunded but the Twickenham Rowing Club will not be liable for any other expenditure incurred, or loss sustained, directly or indirectly by the Hirer, arising from the cancellation.

5. GENERAL TERMS AND CONDITIONS

Twickenham Rowing Club is an active sports facility. Where only part of the venue has been hired there may be rowing/training activities in other areas. We make every reasonable effort to minimise possible disruption during events.

The Twickenham Rowing Club and associated grounds are of local historical importance; hirers are required to pay due care and attention whilst using the facilities.

5.1. Structural Alterations

The hirer shall not carry out any alterations to the structure or fabric of the premises, furnishings or fittings nor fix or cause to be fixed any apparatus, equipment, notice or decoration without the previous written permission of the Twickenham Rowing Club.

5.2. Admission

The Twickenham Rowing Club reserves the right at its absolute discretion to refuse the admission or to evict any person from the facility or take any action deemed necessary and appropriate to protect the premises, contents or staff in the event of being threatened in any way by the actions of the hirer, their guests, caterers or contractors.

The Twickenham Rowing Club reserves the right of entry to any of its members and employees at all times to the facility hired.

5.3. Capacity

The maximum number of people admitted to any function in the bar room only is 80 (60 for formal dining) and when the adjacent Erg gym is cleared and also hired the total number of persons allowed is 150 (120 for formal dining).

5.4. Facilities

The club rooms will be offered clean and laid out as a relaxed bar area, or empty.

The club toilets on the first floor in the Erg gymnasium are available for the use of hirers and their guests. There is disabled access to the club rooms via the disabled lift, and a disabled toilet within the Erg gymnasium. The gymnasium equipment must not be touched or used during events.

The boat bays, boat racking, landing pontoon and ramp, changing rooms, weights room and boatsheds are all out of bounds to hirers and their guests.

Use of electrical appliances is permitted but the hirer must ensure that the equipment is safe (PAT tested) and inform the event manager of what equipment is intended to be brought to the premises.

5.5. Food and drink

The Twickenham Rowing Club has a large selection of traditional bar supplies including draught and bottles beers and cider, wines, spirits, soft drinks and bar snacks available.

Under no circumstances are the consumption of any alcoholic beverages, soft drinks or bar snacks provided by outside suppliers allowed.

5.6. Catering guidelines

The caterers that are hired must be made aware of these Twickenham Rowing Club guidelines.

Seated dining for between 60 to 100 guests is allowed, but Twickenham Rowing Club are unable to provide tableware such as linen, cutlery or crockery or any specialised glassware.

A list of caterers who are familiar with the club, its facilities and access limitations can be found in the info pack. If, however, the hirer chooses another caterer, their contact name and number should be communicated to the club's event manager.

The kitchen facilities are sufficient to reheat pre-prepared food. Food preparation should be completed off-site and food transported to the site in sealed containers.

If the cooking of any food is required, then the caterer must hold a Level 2 Food and Hygiene certificate and a copy of this must be emailed to the events manager.

There is very little safe storage facilities available at the club; it is therefore important that the caterer brings everything on the day and removes it immediately after the event ends.

The caterer must not block the fire exits.

Preparation and cleaning down must be carried out within the hire time unless otherwise arranged with the club's event manager. Any particular catering requirements should be discussed with the club's event manager prior to the event.

The caterer must remove all their rubbish and unconsumed food at the end of the event. The club has no facility for removing rubbish of this nature. Dirty utensils/equipment should be removed from the site to be cleaned at the caterer's premises.

The kitchen must be cleaned and left as it was found and the floor swept and mopped before the caterer vacates the premises.

NB. It is strongly recommended that the caterer visits prior to the function to acquaint themselves with access arrangements, the layout and the equipment available/required.

5.7. Users regulations and entertainment

The hirer is responsible for the control of all persons and parties who are admitted to the facility and that they conform in all respects to the regulations governing the use of the facility. The Hirer should also ensure that noise is maintained at a reasonable level so as not to cause disturbance and nuisance to residents in the vicinity, particularly during hot weather when windows and doors may be open. Live music must stop at 22:00 pm and no music of any kind will be played after 23.00 pm.

Lettings for music and dancing are permissible only if the entertainment is for a closed private organisation or where admission is for members of the Twickenham Rowing Club. All other entertainments are classified as public entertainments and there exists a statutory requirement that the building must be licensed. The hirer is advised to ensure that only members or persons specially invited are admitted to any entertainment.

If musicians will be playing live during the function, please be aware of the limited space available. Their set up time must be included within the hire period unless otherwise arranged with the club's event manager.

A house audio system is available with CD/iPoD/DAB/Mic inputs or you are welcome to bring in your own music system. See attached Equipment List.

If recorded music will be played, please note that the club must be notified of the type of music in advance. Windows and doors to the balconies and main entrance will be closed at 22:00 to minimise local disturbance.

An A/V Projector & Screen is also available in the Club Room. Set up time must be included within the hire period unless otherwise arranged with the club's event manager.

5.8. Smoking policy

Due to the Twickenham Rowing Club being a listed building and the equipment on the premises, under no circumstances is smoking allowed anywhere on the Twickenham Rowing Club premises (including the balconies and grounds) and a fine of £100 will be imposed upon the Hirer if any guests are discovered to be

smoking within the grounds. There is an ashtray on the fence just outside the entrance gate where smoking is permitted.

5.9. Party supplies

No confetti, rice, naked flames (eg candles), party poppers, spray string or fireworks of any kind are permitted on Eel Pie Island. Twickenham Rowing Club has an anti-plastic policy, therefore, plastic disposables such as straws, cutlery or plastic plates etc. are not permitted on the premises.

All balloons must be removed and disposed of after the event and helium balloons must not be allowed to escape.

No marquees or barbeques are permitted within the grounds unless agreed by the Twickenham Rowing Club.

5.10. Gambling

No collection, games of chance, sweepstakes or lotteries nor any betting may be conducted on the premises without the prior consent in writing of the Twickenham Rowing Club.

5.11. Broadcasting

No hirer shall grant sound or television broadcasting or filming rights without the prior written conditional consent of the Twickenham Rowing Club. If such conditional consent is given the Twickenham Rowing Club reserves the right to be a party to any negotiations and to the terms and conditions of any agreement reached between the Hirer and any third party or parties and to share any income and publicity derived therefrom.

5.12. Photographs

No cameras or other photographic apparatus may be brought into the facility or any photographs taken for commercial purposes without written permission of the Twickenham Rowing Club.

5.13. Animals

No dogs, except guide dogs for the blind, or any other animals will be admitted to the facility without the previous consent of the Twickenham Rowing Club.

5.14. Use of hazardous materials

Hirers and their guests must not bring on to the premises any hazardous materials such as compressed gas cylinders, paraffin or blow heaters, fuel or any other combustible fluids or gases etc.

6 ACCESS & PARKING

6.1. Free parking is only available after 6:30pm and on Sundays/Public Holidays.

6.2. Access onto Eel Pie Island is via the footbridge only. The bridge and island path are suitable for wheelchair users. There is a disabled access lift at the club to provide access to the club room and gymnasium areas. (it is approximately 200m over the bridge to the Club grounds)

6.4. If guests are to be delivered/collected by coach, it is advisable for the drop off/pick up point to be at the end of Water Lane adjacent to the footbridge.

See attached map in your info pack.

6.5. By prior arrangement with the Twickenham Rowing Club Events Manager, a boat may be hired for wedding receptions to transport the bride and groom to the jetty at the rowing club. A list of boat rental companies can be obtained upon request.

6.6. If any guests will be requiring taxis, it is advisable to book them in advance. Telephone numbers of local taxi companies can be found in the Info pack.

Note: Twice in every 24 hours there are high tides at the Eel Pie footbridge which may mean that the river levels rise to around knee height at certain time of the year. This only lasts for around one hour but may impede dry access to and from Eel Pie Island for a while.

7. VACATION OF PREMISES

7.1. No letting shall continue beyond 12:00 midnight and all guests and contractors must have vacated the premises and Eel Pie Island by this time. The bar will stop serving alcohol at 23:00 pm then guests must finish drinks and vacate the Island by 11:30 pm.

7.2. The last 30 minutes (23:30-24:00) are to be used for cleaning up afterwards by delegated persons only. The names of these persons must be communicated to the event organiser before commencement of the event.

7.3. No equipment or furniture, other than that already provided in the Twickenham Rowing Club, may be used or left on the premises without the prior permission of the Twickenham Rowing Club and the hirer will ensure that any item of existing furniture used is returned to its original position.

7.4. The clubhouse is used regularly by club members from 6am and therefore must be left as it was found. Any hired in furniture must be stacked neatly, in the designated area, to be collected by the hire company as soon as possible after the event. All other party supplies must be removed from the clubhouse immediately after the event has finished.

7.5. The hirer will be responsible for ensuring that the premises are left as they were found, cleaned, neat and tidy after use, and that any rubbish and waste food is removed, and spillages cleaned up. If clean up afterward is required, or help with moving party supplies off the island, Twickenham Rowing Club can provide this service for an additional fee of £45.

7.6. Eel Pie Island is a residential area and therefore guests are requested to leave the premises as quietly as possible.

8. MAINTENANCE OF GOOD ORDER

8.1. The Hirer shall, at all times, be responsible for the maintenance of good order and shall provide efficient stewarding at entrances and exits at all times to deal with an emergency and to ensure that maximum numbers are not exceeded at any time.

8.2. The entrance way to the Twickenham Rowing Club shall be used only for the purpose of entering and leaving the premises and shall be kept clear while the function/meeting etc. is in progress to comply with fire safety regulations. Temporary direction signs may be placed along the pathway to the club but must not cause any damage and must be removed afterwards.

8.3. The Hirer agrees to pay the Twickenham Rowing Club on demand the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.

9 INDEMNITIES

9.1. The use of the facility is at the Hirer's risk and the Hirer shall indemnify the Twickenham Rowing Club against any liability incurred towards any third party or parties arising out of or incidental to the hire of

facilities or equipment and due to the negligence or default of the Hirer or persons of parties under his control.

9.2. The Hirer shall, if required by the Twickenham Rowing Club, adequately insure with an insurance company approved by the Twickenham Rowing Club, against the foregoing and produce evidence thereof on demand.

9.3. The Twickenham Rowing Club, its employees or club members, shall not be responsible for any loss or damage, whether direct, indirect or consequential to any property or person suffered or sustained at the facility unless such loss or damage occurs as a result of the defective state of repair of the premises or the equipment at the facility.

10. DISCLAIMER

The Twickenham Rowing Club, its employees or club members accept no responsibility for any items that are left at the premises unattended.

11. TWICKENHAM ROWING CLUB MEMBERS' DISCOUNTS

11.1. Paid-up full members of Twickenham Rowing Club are entitled to a 20% discount on all room hire charges and drinks and snacks sold from the bar.

11.2. Paid-up members of Remenham Club are entitled to a 10% discount on all room hire charges (11.1 & 11.2 are NOT cumulative)

Note: Preference for booking the Twickenham Rowing Club will be provided to club members but, if any commercial bookings are requested for the same date and times, 24 hours' notice shall be provided to the club member to confirm their booking after which it will be given to the Hirer who pays a deposit of £200 first.

Twickenham Rowing Club Terms and Conditions of Hire 2018