

Facilities Hire Summary

(26/08/2026)

1. Introduction

East Gloucestershire Club Limited ("Club") allows its playing courts and clubhouse facilities to be hired by members, private individuals, county / national sports bodies, and other local organisations including community groups, schools, businesses, charities. This is subject to availability and must not interfere unduly with members' access to facilities, whilst also being mindful of any significant benefits for the Club.

Bookings can be made for sporting activities, team matches, competitions, coaching sessions, meetings, corporate events, fund raising and private or family functions. Bookings will be refused or cancelled if proposed activities are considered unsuitable, unsafe, or likely to damage Club property or reputation.

Hire charges will vary depending on the facilities required, duration, number of attendees and type of booking. Payment is normally required in advance. Some hirings by members or charities may be free of charge but this is entirely at the discretion of the Club.

If catering and drinks are required, this will be provided by the Club either as part of the normal clubhouse bar service or by special agreement with the hospitality team. If additional external catering services are required, then this must be discussed in advance with the Hospitality Manager who will be responsible for organising this. Hirers are not permitted to make alternative separate arrangements for food and drinks.

2. Facilities Available and Booking

The following facilities are available:

- Playing courts (& viewing areas) for tennis, squash (or racketball or table tennis), padel, pickleball;
- Clubhouse lounge (can be partitioned so that size suits the number of attendees);
- Patio areas near lounge and/or near padel courts;
- Meeting / conference room (maximum capacity 12 people in boardroom style, or 20 in theatre style);
- Clubhouse bar and cafe services (on a normal pay-as-you-go basis or tab-invoice basis);
- Special additional catering by prior arrangement (with the Hospitality Manager);
- Toilets and car parking (special arrangements can be made if large numbers attending);
- Changing rooms and lockers (if required for playing events);
- Coaching / racket stringing / refereeing (via Rackets Manager & qualified coaches / officials);
- Court / equipment preparation (from the Head Groundsman and/or Operations Manager); and
- Normal hire times are from 9am to 11pm (earlier / later times may be possible and separate preparation / cleaning periods can be arranged, but a member of staff must always be present).

All bookings must be made via the Club Facilities Hire Booking Form ("Booking Form") which specifies full details of the hirer, nature of the event, maximum numbers attending, start / finish times, catering requirements including staff duties, and the deposit/payment charges. The Booking Form also requires full agreement to the terms and conditions applicable to the hire. Prices are published in a Facilities Hire Tariffs document. A signed booking form accompanied by full or part payment is normally required in order to secure the booking and is expected not less than twenty one days before the date of the hire.

The booking must be approved internally in writing by the Club Manager, who can refer to the appropriate Sports Committee if it is considered that it will have a significant adverse impact on member play, and can consult with the Club Chair or East Glos Board for high profile hirings or very large numbers of attendees.

If an additional drinks/food menu or additional catering arrangements have been agreed, then special care will be taken to ensure that all Club staff, and any outside caterers are fully aware of their roles.

Hirings by members will be treated in the same way as for external individuals or organisations. A signed Booking Form is required in order to secure the hiring accompanied by the agreed payment.

Events organised by the Club itself are not treated as hirings; these include Meetings, Award Presentations, Tournaments, Quiz Nights, Pizza Evenings, Xmas Lunches, Macmillan Coffee Mornings, Leaving Parties.

3. Conditions of Hire

The hirer must nominate an individual as the main point of contact who will be in attendance for the whole time and will be responsible for ensuring that all attendees behave appropriately in accordance with Club rules, in particular the Club's Code of Conduct and General Site Rules. All attendees must:

- Treat members, employees, coaching staff and all others with respect;
- Follow all Club rules and the normal etiquette for the sport being played;
- Behave responsibly both in person and online;
- Follow safeguarding requirements for children and vulnerable adults;
- Ensure that noise levels are not too loud, and that members on site or neighbours are not disturbed;
- Leave the facilities in a clean, secure, and good condition;
- Report any accidents, damage, or safety concerns immediately;
- Use the car park responsibly by using the marked bays and not speeding; and
- Not smoke or vape on site, nor take glassware or alcoholic drinks on or near to court areas.

The Club will nominate a Staff Manager to be responsible for the hire arrangements, who will liaise with the hirer at all times before, during and after the event. If any problems arise during the daytime they can be addressed by a more senior manager on site. If any significant issues occur out of normal office hours it may be necessary to invoke the Club's On-call Duty Manager Rota procedure whereby the problem can be discussed on the phone or the On-call Duty Manager can attend in person for more serious matters.

The hirer must provide a list of the attendees prior to the event and attendees must check in on arrival at Reception or with the Staff Manager in charge of the event. The Club may agree to waive this requirement if it is not practical, except for private event hirers who must always provide a list of attendees. Please note that children and vulnerable adults attending any type of event must always be checked in by their parent, guardian or carer and be accompanied by them at all times.

4. Liability

Full details of both the liability and conditions of hire are defined in a separate document Facilities Hire Terms & Conditions; the Booking Form includes a statement that the hirer accepts these.

The hirer accepts responsibility for:

- Any damage caused during the hire period;
- Any loss arising from failure to comply with Club rules; and
- Obtaining any licences, permits or insurance required for their activities.

The Club accepts no responsibility for any:

- Loss, theft, or damage to personal belongings brought onto the premises; or
- Liability, loss, claim, damage, cost, expense or injury howsoever arising, other than death or personal injury caused by the Club's negligence, or by anyone for whom the Club is responsible.

5. Policy Review

This Facilities Hire Summary document is available on the Club's website and appropriate noticeboards. In addition there are three other associated more detailed documents which are also available on the website to potential and actual hirers. They are Facilities Hire Terms & Conditions, Booking Form and Tariffs. All four documents are reviewed regularly so that they remain in line with best practice and reflect changes in law and sport regulations. Feedback from members, staff and hirers is welcomed to help with this.