

Cheam Fields Club



The Cheam Fields Club

CLUB RULES and BYE-LAWS

Adopted 6th April 2016

Amended 16th April 2026

30 Devon Road Cheam, Sutton, SM2 7PD

www.cheamfieldsclub.co.uk

<https://clubspark.lta.org.uk/CheamFieldsClub>

THE CHEAM FIELDS CLUB RULES

1. NAME

1.1. Founded in 1914 as a members' club, the Club shall be called The Cheam Fields Club and shall be situated at 30 Devon Road, Cheam, Sutton, SM2 7PD.

2. OBJECTS

2.1. The Club exists to promote and facilitate the games of tennis, pickleball, flat green bowling, and related social activities and to afford members the usual privileges, advantages and amenities of a club.

3. AFFILIATIONS AND LAWS OF THE GAME

3.1. The Club shall affiliate to the national governing bodies responsible for the laws of the sports of tennis, pickleball and outdoor flat green lawn bowling, and related county and district associations.

3.2. The laws of the sports shall be those of the Lawn Tennis Association, Pickleball England and the current Laws of the Sport of Bowls.

4. MEMBERSHIP

4.1. CATEGORIES.

4.1.1. Separate sections shall exist to provide for the following classes of membership for anyone who meets the eligibility criteria for membership packages. Categories of membership will be created for membership within those sections as approved by the General Committee.

Class A Tennis and Pickleball

Class B Bowls

Class C Social

4.1.2. The maximum number of members in each playing class shall be determined by the relevant section committee taking due account of the facilities available.

4.1.3. Members may be admitted to more than one class of membership.

4.2. ELIGIBILITY FOR MEMBERSHIP

4.2.1 Membership is open to all irrespective of sex, race, occupation or creed, and in accordance with Cheam Fields Policies.

4.2.2 Persons below the age of 18 years may be accepted as junior members of the playing sections without the right to hold office, to nominate or to vote at any meeting. The minimum age and criteria for membership of the playing categories shall be determined by the Committees of the respective sections (see Bye-laws B122-B123).

4.3 APPLICATION FOR MEMBERSHIP

4.3.1 Applicants for membership should complete the appropriate application process in the manner determined by the Membership Secretary and approved by the General Committee. The Membership Secretary will seek approval to the application in accordance with the procedures set by the section committee to which an application to join has been made or the General Committee for other applications.

4.3.2 Each section's committee, shall have the power to make such enquiries as it thinks appropriate prior to approval or to reject such application in its absolute discretion provided that such discretion shall not be exercised so as to discriminate against an individual on the grounds of a protected characteristic contrary to the Equality Act 2010, and shall be under no obligation to give any reason or reasons.

4.3.3 Applicants for social membership shall pass to the Membership Secretary a completed application form.

4.3.4 There must be an interval of at least two full days after an individual applies for membership of the Club and their admission as a member (in accordance with the Licensing Act 2003).

4.3.5 Upon acceptance, the payment for membership should be made to the Club as instructed by the Membership Secretary as to the amount and means of payment. Payment of the membership is deemed to be acceptance by the applicant of the Rules and Bye-laws of the Club.

4.4 HONORARY LIFE MEMBERS

The General Committee shall have the power to appoint or revoke the appointment of Honorary Life Members. Following their appointment, Honorary Life Members will not be required to pay a subscription fee for membership of the Club.

4.5 VISITORS AND GUESTS

Visitors and guests may be introduced upon the terms and conditions determined by the General Committee, but no guest may be introduced more than six times.

5 SUBSCRIPTIONS

5.1 The amount of the subscriptions for each category of membership shall be fixed annually by the General Committee and members informed accordingly.

5.2 The appropriate subscription fee is payable on approval of the application. Subsequent annual subscriptions are due on 1st April in each year.

5.3 Until an individual has paid their subscription in full, participation in matches or competitions and the benefit of all the privileges of membership, including attending and voting at meetings, is disallowed. If an individual does not pay their subscription in full by 1st May in the year the subscription is due, the individual will be regarded as a lapsed member and all privileges of membership will remain disallowed.

6 CHANGE OF MEMBERSHIP CLASS AND RESIGNATIONS

6.1 Social members wishing to change their class of membership or resign must give notice in writing to the Membership Secretary.

6.2 Provided that they meet the membership criteria set by the playing sections, social or other members may change to another class of membership on payment of such additional subscription as the Membership Secretary shall decide and subject to the consent of the relevant committee.

6.3 Members may resign membership by giving written or emailed notice to the Membership Secretary.

6.4 A member is not entitled to a refund of subscription paid on a change of membership class or resignation.

7 EXPULSION OF MEMBERS

7.1 The General Committee shall have the power to suspend or exclude any member, as defined in the Cheam Fields Club Disciplinary Procedure, who has willfully infringed any of the Rules or Bye-laws of the Club or the laws of the sports, or acted in any manner either within or without the club premises being injurious to the character and interests of the Club. If the expulsion is confirmed the member will be informed that he/she would no longer be able to play at the Club as a visitor (see B133). If the expulsion is not confirmed the member shall be reinstated.

Disciplinary matters concerning Bowls members conduct which falls under the jurisdiction of Bowls England Regulation 9 shall be dealt with under that Regulation.

All other disciplinary matters will be actioned in accordance with the Cheam Fields Club Rules.

7.2 The General Committee shall have discretion to give any member whose expulsion it proposes to consider the opportunity of withdrawing from membership.

7.3 The General Committee shall have the power to exclude from the club premises any member whose expulsion is under consideration or any member who has been requested to withdraw from membership. In the case of any member whose conduct shall be in the opinion of the General Committee derogatory to the interests of the Club or require explanation (although not meriting expulsion) the General Committee may suspend such member from the privileges of membership until such member shall have given to the General Committee, a satisfactory explanation of such conduct or a sufficient assurance against any repetition thereof.

7.4 Any member ceasing to be a member of the Club shall have no claim to the return or remission of any portion of subscription or entrance fees and in the case of expulsion shall forfeit all such rights to or claim upon the Club or its property or funds.

7.5 Expulsion or suspension from membership of a particular section shall normally mean expulsion or suspension from the rights of membership of the Club as a whole.

8 MANAGEMENT OF THE CLUB

8.1 The Club shall be managed by a General Committee. There shall also be separate Tennis, Bowls Management, Social and Bar Committees or any such other committee that may be instigated by the General Committee.

8.2 GENERAL COMMITTEE

8.2.1 The General Committee shall be responsible for general policy, financial control and overall management of the Club and shall make and alter Bye-laws provided they do not thereby alter the Rules of the Club.

8.2.2 The General Committee shall consist of the following officers:

The President (ex-officio)

Chair

Club Secretary

Treasurer

Membership Secretary

Social Secretary

Bar Manager

Club Facilities Manager

Marketing Manager

Club Safeguarding Officer (ex-officio)

The Officers of the Club shall be nominated by any members in any of the Classes A, B, or C. All Officers must be elected by members at the Annual General Meeting.

In addition, the Tennis and Bowls Management Committees shall each nominate one of their number to serve on the General Committee each year.

8.2.3 The Chair will normally preside at meetings of the General Committee, but, in their absence, those members present shall elect one of their number to act in their stead.

8.2.4 The quorum for the General Committee will be six (voting) members of the General Committee.

8.2.5 The President shall be an ex-officio member of the General Committee but shall not be entitled, in that capacity, to propose or vote at meetings of the General Committee.

8.2.6 The General Committee shall have power to co-opt to serve on the Committee, for special purposes, any other member of the Club.

8.2.7 The General Committee, while retaining the power of veto, may delegate any of its powers to a Sub-Committee or Sub-Committees, to be nominated by itself

8.3 TENNIS COMMITTEE

8.3.1 The function of the Tennis Committee shall be to manage the games of Tennis and Pickleball at the Club and to take all steps it considers necessary for the furtherance of the game.

8.3.2 The Tennis Committee shall be elected annually by Class A members, excluding juniors, at a meeting held after the Club's Annual General Meeting. It shall consist of a Men's Captain, a Ladies' Captain, a Junior Secretary, a Safeguarding Officer and at least three other Committee members. The Committee will elect one of their number to act as Chair. Four Committee members will constitute a quorum for Committee meetings.

8.3.3 Nominations for the Tennis Committee shall be made by any member in Class A, excluding juniors.

8.3.4 Four committee members shall form a quorum for the Tennis Committee.

8.4 BOWLS MANAGEMENT COMMITTEE

8.4.1 The function of the Bowls Management Committee shall be to manage the game of flat green bowls at the Club and to take all steps it considers necessary for the furtherance of the game.

8.4.2 The Bowls Management Committee shall consist of the members of the Gentlemen Bowlers' playing Committee and of the Lady Bowlers' playing Committee.

8.4.3 For playing purposes there shall be separate Bowls playing Committees representing the Lady and Gentlemen players respectively. These Committees shall be elected at a separate section meeting of Class B members held annually, normally in October. Each shall consist of the Captain, Vice-Captain, Bowls Secretary, Outdoor Match Secretary, Tournament Secretary and two other class B members.

8.4.4 Nominations and seconding for Bowls playing Committees shall be made by any members in Class B of their respective sex, excluding juniors.

8.4.5 Three shall form a quorum for the separate Bowls playing Committees. Five shall form a quorum for the Bowls Management Committee with a proviso that both the Ladies and Gentlemen players are represented.

8.4.6 The Bowls Management Committee shall ensure conformity to all Bowls Surrey and Bowls England Regulations and Policies including, but not limited to, Discipline, Equality, Anti-Doping, Safeguarding and Welfare, and shall ensure compliance with the decisions of the Safeguarding Case Management Panel and the National Disciplinary Panel. Disciplinary and misconduct issues will be dealt with in accordance with Bowls England Regulation 9.

8.5 SOCIAL COMMITTEE

8.5.1 The Social Committee shall arrange and co-ordinate all general social activities at the Club.

8.5.2 The Social Committee shall be elected by the Class A, B and C members present at the Annual General Meeting. The Social Committee shall consist of not less than three members who shall not all be from the same class of membership.

8.5.3 Nominations for the Social Committee shall be made by any member in any Classes A, B or C.

8.5.4 Three members of the Social Committee shall form a quorum for the Social Committee.

8.6 BAR COMMITTEE

8.6.1 The Bar Committee shall manage the bar in the general interest of members.

8.6.2 The Bar Committee shall be elected by the Class A, B and C members present at the Annual General Meeting. The Bar Committee shall consist of a Bar Secretary and not less than three members.

8.6.3 Nominations for the Bar Committee shall be made by any member of Classes A, B or C.

8.6.4 Three members of the Bar Committee shall form a quorum for the Bar Committee.

8.7 ELIGIBILITY AND NOMINATIONS FOR COMMITTEE MEMBERSHIP

8.7.1 Members shall not be eligible for election to any of the Committees until they have been members of the Club for one year (unless nominated by the General Committee).

8.7.2 The Chair of the General Committee shall be nominated by the General Committee for election by members at the Annual General Meeting in accordance with clause 8.2.2.

The President shall be appointed by the General Committee without election.

8.7.3 Notice of nominations to serve on the Committees (except in the case of re-election) shall be given to the appropriate Secretary at least seven days before the relevant Annual General Meeting.

8.7.4 The members of all Committees shall retire annually but shall be eligible for re-election.

8.7.5 When there is only one candidate a vote shall be held to approve the candidate. Where there are more candidates than there are vacancies on any Committee a ballot shall be held. A ballot paper will be invalid if more votes are cast than there are vacancies to be filled.

8.7.6 Any member of the Committee who fails to attend four consecutive meetings of that Committee without sufficient reason may, on a resolution of the relevant Committee, be removed from the Committee concerned.

8.7.7 The Committee concerned shall have the power to fill any vacancies that may occur during the year on that Committee by co-opting a member from the classes eligible for nomination to that Committee until the next following Club or Section Annual General Meeting. Such co-opted members will be entitled to vote.

8.7.8 The Committee concerned shall have the power to co-opt for special purposes any other member from the classes eligible for nomination to that committee as required and until the special purpose is resolved. Co-opted members will be entitled to vote.

8.7.9 In the case of the Tennis and Bowls Committees, no member may serve on more than one playing section committee at any one time.

8.8 CONDUCT OF COMMITTEE MEETINGS

8.8.1 Committees of the Club may meet at such intervals, times and places as they think fit provided that the General Committee of the Club shall hold at least six meetings a year.

Committees may meet in person or remotely.

Decisions of Committees may be made by electronic means with the agreement of all Committee members entitled to vote on a matter. The Secretary of the Committee will record all decisions made by writing in the minutes of the next meeting.

8.8.2 In the event of an equality of voting of any Committee meeting the Chair of the meeting shall have a second and casting vote.

8.8.3 A decision of the majority at any meeting is binding on all the members of the Committee.

8.8.4 Written minutes from all Committee meetings may be shared with Club members if the Committee decides to do so. Any sensitive, private or commercially sensitive information will be removed before sharing. If certain matters recorded in the minutes are not shared or otherwise communicated to members, those matters – along with any verbal discussions and documents presented at Committee meetings – must be treated as confidential.

9 GENERAL MEETING

9.1 ANNUAL GENERAL MEETINGS

9.1.1 The Annual General Meeting of the Club shall be held in April upon a date and time of which not less than 14 days' notice shall be given to members.

9.1.2 Any member wishing to move any resolution other than those mentioned in the Notice convening the meeting shall give written notice of the resolution to the Club Secretary at least 7 days before the Meeting. A copy of such resolution with the name of the mover, shall be posted in the clubhouse by the Club Secretary for at least three days prior to the meeting.

9.1.3 Any proposal to alter or add to the Rules of the Club can only be considered if included in the Notice convening the meeting

9.1.4 No business will be transacted at any General Meeting unless a quorum is present at the meeting. Such quorum will be 10% of the total number of

Class A Members, Class B Members and Class C Members or 25 Members from any of such Classes, whichever is the lowest number. To be counted in the quorum for the General Meeting, Members must be present in person and/or by electronic means according to the mode determined for the meeting.

9.2 EXTRAORDINARY GENERAL MEETING

Extraordinary General Meetings may be called by the Secretary at the request of the General Committee or of at least twenty members of the Club. Seven days' notice (or fourteen days' notice if the purpose of the meeting includes a proposal to amend the Rules of the Club), of such meeting must be given to all members of the Club stating the purpose for which the Meeting is to be called, to the consideration of which the Meeting shall be strictly limited.

9.3 For the purpose of Rule 9.1.1 and Rule 9.2 the expression 'members' shall not include Junior or Temporary members, neither shall Junior nor Temporary members be entitled to vote at any General Meeting.

10 ACCOUNTS AND INDEPENDENT REVIEW

10.1 The financial year of the club will commence on 1st January each year.

10.2 Independently reviewed accounts will be presented to members at each Annual General Meeting.

10.3 The appointment of an Independent Reviewer who shall not be a member(s) of the General Committee shall be made at each Annual General Meeting.

11 GAMBLING PROHIBITION

11.1 The clubhouse shall not be used for gambling or any unlawful game of chance or hazard except with the approval of the General Committee.

12 TRUSTEES

12.1 Between two and four Trustees shall be appointed and the property of the Club shall be vested in them. They shall deal with the property of the Club as directed by resolution of the General Committee (of which an entry in the minutes shall be conclusive evidence), and they shall be indemnified against risk and expense out of the Club property.

12.2 New Trustees shall be nominated by a majority of the General Committee and the Trustees so nominated shall be appointed by the Chairman for the time being of such Committee. They shall hold office until death or resignation unless removed from office by a Resolution passed at a General Meeting of the Club.

12.3 The Trustees will be indemnified out of the assets of the Club by the Club, and the General Committee shall pay all costs, losses and expenses which any Trustee may incur or for which they may become liable by reason of any contract entered into or act or thing done by them in good faith in accordance with a resolution of the General Committee or a resolution passed by members at a General Meeting.

13 BORROWING POWERS AND APPLICATION OF SURPLUS

13.1 BORROWING

13.1.1 The General Committee may borrow a maximum total amount of £25,000 for expenditure on any particular item (or associated items), on behalf of the Club for the purposes of the Club from time to time at its own

discretion. Any further amount beyond such sum must not be borrowed without the approval of an ordinary resolution passed by Class A Members, Class B Members and Class C Members at a General Meeting.

13.1.2 When borrowing under Rule 13.1.1, the General Committee shall have the power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured the grant of such security must be approved by an ordinary resolution of Class A Members, Class B Members and Class C Members at a General Meeting.

13.1.3 The General Committee has no power to pledge the personal liability of any Member for repayment of any sums borrowed.

13.1.4 The Trustees will, in accordance with a resolution of the General Committee, make such dispositions of Club property, and enter into and execute such agreements and instruments in relation to such property for giving security for such monies borrowed and the interest payable on such monies.

13.2 APPLICATION OF SURPLUS

As the Club is a non-profit-making organisation, all surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objectives.

14 DISSOLUTION

14.1 In the event of dissolution of the Club, the General Committee or, in default, the Trustees, shall take immediate steps to convert all the assets of the Club into money. The conversion of assets, or some of the assets, into money may be postponed if an Extraordinary Meeting of the Club shall so authorise.

14.2 The proceeds of the conversion shall be used by the Trustees, firstly to discharge all debts and liabilities of the Club. Secondly any balance shall be disposed by them as the Club in Extraordinary General Meeting shall resolve, and thereafter the Club shall be treated as dissolved. If, within one year of the date of resolution of the intention to dissolve, the Club does not decide upon the disposition of any such balance, it shall be divided among all persons who were voting members of the Club on the date of the resolution of the intention to dissolve.

14.3 A copy of the notice convening any Extraordinary General Meeting under this rule shall be sent by the Club Secretary, to every member not less than 21 days before the date appointed for the meeting.

15 RULES AND BYE-LAWS

15.1 All members of the Club shall be bound by these Rules and Bye-laws and such other Rules and Bye-laws as shall be made from time to time.

15.2 The majority of the members of the General Committee present at the time shall be empowered to enforce the Rules and Bye-laws of the Club.

15.3 The Rules of the Club may only be altered or added to at a General Meeting whereof notice has been given in writing to each member not less than 14 days

prior to the Meeting and the said notice contains the proposed alteration or addition.

15.4 The resolution for effecting the alteration or addition shall be passed by a majority of the members present thereat, subject to Rule 9.1.4, and entitled to vote and the provision of Rule 9.3 shall apply thereto.

16 DATA PROTECTION

The Club will deal with all information held about Members in line with its privacy policy which is available on the Club's websites.

THE CHEAM FIELDS CLUB BYE-LAWS

Rules and Bye-laws

B100 Up-to-date Rules and Bye-laws shall be available for reference in the clubhouse at all times and on the Club's websites. As and when new or amended Bye-laws are passed by the General Committee, they must be prominently displayed for not less than one month. For clarity, Club Policies are treated in the same manner as Bye-laws.

B101 Proposals for any amendments to Bye-laws can be made in writing to the Club Secretary for consideration by the General Committee.

Status of the General Committee in relation to the Bye- laws

B102 The General Committee shall be the final arbiter and its ruling shall be binding in all matters relating to, concerning or affecting the Bye-laws and their interpretation.

Maximum Number of Persons

B103 The numbers present in the clubhouse shall at no time exceed 120 unless approved by the General Committee.

Hours of Opening and Closing of Clubhouse and Bar

B104 The clubhouse shall be opened daily no later than 10.00 and closed at 23.30 with the exception of Christmas Day when the clubhouse will be closed.

B105 The General Committee may curtail or extend the time of closing of the clubhouse as occasion requires.

B106 The Club will be licensed for the sale and consumption of alcohol. The permitted hours shall be fixed by the General Committee or the Bar Committee, or the Club Secretary in the case of lettings, in accordance with the Licensing Act 2003 and shall be posted up in the clubhouse.

B107 No member or guest under the age of 18 years may be served alcohol, neither shall a member purchase intoxicants to be consumed by an underage person. Any such breach must be reported to the General Committee for appropriate action.

B108 Alcoholic drink consumed on the Club premises shall be supplied by the Club.

Tennis

B109 (a) The tennis courts shall be opened each day at 09.00 and closed at 21.00 where floodlights are used, or at dusk.

(b) The artificial clay courts should be brushed/dragged after use as specified in the on-court notices.

B110 A member or members of the Tennis Committee present may close any court should they consider it unfit for play, or for any other reason, and such court shall not be re-opened without similar authority.

B111 Tennis balls are provided by the Club for matches and organised social tennis sessions only

B112 Non-marking tennis shoes and appropriate tennis sportswear, including track suits, shall be worn when playing on the courts.

B113 Priority times of play shall be determined by the Tennis Committee and displayed on the tennis notice-boards. If there is a queue for a court during social sessions, playing members will vacate the court after one set. Any court allocated to any coach authorised by the Tennis Committee shall be vacated immediately if it is required by the coach for the purpose of giving instruction.

Pickleball can be played on tennis court 4 during Club organised sessions. Pickleball players at social sessions will mix in after one game if there is a queue. Pickleball equipment will be provided for social sessions.

B114 Tournaments shall be governed by the regulations made from time to time by the Tennis Committee and posted on the tennis notice-boards.

B115 The tennis courts are not available for matches in any competition other than those for which members have been nominated or approved by the Tennis Committee.

Bowls

B116 The bowling season shall be from 1st May until 30th September or such extensions thereof as the Bowls Management Committee may determine.

B117 The bowling green shall be opened during the bowling season at times agreed by the Bowls Management Committee.

B118 A member or members of the Bowls Management Committee present, or in their absence a member of the green team, may close any rink should they consider it unfit for play, or for any other reason, and such rink shall not be re-opened without similar authority.

B119 Regulation dress for bowls members is displayed on the bowls notice-board.

B120 Lockers are provided for bowling members as defined by the Bowls Management Committee.

B121 The bowling green is not available for games in any competition other than those for which members have been nominated or approved by Bowls Management Committee or those bodies to which the Club is affiliated.

Junior Membership

B122 Junior tennis membership is available to those aged (at the date of joining the club or renewing their membership) 4 and over who are eligible to commence school and under 18. Times when junior members may play tennis and use the pavilion or the clubhouse will be determined by the Tennis Committee, however

- (a) Under 14s are not allowed on court unless accompanied by an adult (as contained in the Safeguarding Policies and Procedures)
- (b) Under 14s are not allowed to enter adult tournaments as in LTA guidance regarding development.

B123 Junior bowls membership is available to those under 18 years of age at the discretion of the Bowls Management .

Family Membership

B124 Family membership includes tennis, pickleball and bowls.

This category of membership includes either: 2 adults and 2 children below the age of 18 years who reside at the same address, or 1 adult and 3 children below the age of 18 years who reside at the same address.

Children under the age of 18 within a family membership shall be considered as Junior Members of the Club.

Dogs

B125 Members may bring dogs into the clubhouse or grounds provided they are kept under control so as not to be a nuisance to other members. Dogs are not permitted in the Tennis Pavillion unless they are assistance dogs brought by their owner (being a member or guest or authorised visitor).

Should damage result the member responsible for the dog shall be held liable for any damage caused by the dog. If any member, for medical or other reasons, objects to the presence of a dog, the dog owner may be asked to remove their dog.

Notices

B126 Only notices relating to Club activities and Club sponsorship signs may be displayed on the club notice-boards unless authorised by the Club Secretary.

Lettings, Social Functions, Meetings and other activities using the clubhouse and its Facilities

B127 The Club Secretary shall maintain an online record of all lettings, of all organised social functions as well as of meetings and other activities using the clubhouse and its facilities.

B128 Membership of the Club shall not entitle members to use the Clubhouse or the pavilion and its facilities other than to use the cloakroom or collect mail or other property or, if a Committee member, carry out a task necessary for the performance of their role during:-

- (i) Lettings unless such members are invitees;
- (ii) Organised social functions unless they have either purchased a ticket or are participating in the event itself;
- (iii) Such other meetings or activities where the numbers present are likely to be close to the optimum number of persons permitted at club events.

Club Lettings

B129 Lettings shall be at the discretion of the Club Secretary or the General Committee. A contract shall be issued stating terms and conditions applicable to the hire.

- (a) Social and private lettings shall normally only be permitted to members of the Club.
- (b) The Contract of Hire will require that the hirer will be present throughout the function and be responsible for any damage caused.
- (c) Lettings shall not normally be made in respect of:-

Cheam Fields Club, 30 Devon Road, Sutton, SM2 7PD | cheamfields@gmail.com

- (i) Times prior to 20.00 during the period from 1st May to 30th September each year, unless agreed with the relevant Committees.
 - (ii) 18th Birthday parties.
 - (iii) Events where guests exceed 100.
- (d) When lettings are made:
- (i) The letting should be made as between the Club Secretary and the hirer with a copy of the format passed to the Bar Manager to pass on to bar staff who would be on duty at the time of letting.
 - (ii) It is the responsibility of the hirer to communicate with the Club Secretary to discuss bar facilities as soon as confirmation of booking the clubhouse has been obtained.
- (e) The hiring contract shall state:-
- (i) The opening and closing times of the letting;
 - (ii) That music (if supplied) concludes when the bar closes;
 - (iii) Catering arrangements;
 - (iv) All drinks shall be supplied by the Club;
 - (v) That the hire fee shall be paid in advance
 - (vi) That all bar bills should be settled at the conclusion of the letting.

Club Property

- B130 (a) No club property shall be removed from the club premises except with permission of the appropriate Committee or if there is a hiring agreement.
- (b) Hiring of such Club property must receive either the approval of the General Committee or of the Club Secretary.
- (c) The hirer shall within the times agreed with the Club fulfil all the hiring conditions introduced by the Club.
- (d) The Club Secretary shall determine the conditions and fees for any hiring in all cases where the General Committee would not wish to intervene.

Club Liability

B131 The Club can take no responsibility for personal property left or lost on club premises.

B132 Neither the Club nor any Officer nor any member of its Committees shall be liable to any member or guest for any loss or damage to any property occurring on the club premises nor for any injury or death sustained by any member or guest whilst on the club premises. A notice to this effect shall be displayed at all times at the Club.

Visitors

B133 Members may introduce and entertain guests at the Club, provided that the appropriate visitor's fee is paid and no guest/visitor may be introduced as a visitor/guest more than six times. The member shall be responsible for ensuring that

his or her guests observe Club Rules and Bye-Laws, except that no member who has had the privileges of membership withdrawn or whose application for membership has been declined shall be introduced as a guest.

B134 Visitors should normally abide by the clothing rule as appropriate for tennis, pickleball and bowls and the Club member is responsible for the visitor's behaviour on the court or the green as appropriate.

B135 Teams visiting the club to fulfil sporting fixtures will be considered as visitors and will be entitled to use the bar facilities, including the purchase of alcohol, for the period of their visit.

Smoking

B136 No smoking or vaping is permitted on the Club premises except in the designated areas. Smoking includes e-cigarettes.