

Bowls Regulations

Regulations for the Letting of Bowls Green & Pavilions

General

1. These regulations apply to the letting of all bowls greens and pavilions which are the responsibility of the Environment & Community Services Department of South Gloucestershire Council.
2. Applications for letting must be made on the forms we provide.
3. The person signing the application will be personally responsible for ensuring that the letting fee/hire charge is paid and for compliance with these regulations. If this person steps down as the nominated contact for the Club, the person taking over responsibility must confirm this in writing by email, letter or fax.
4. The booking is provisional until confirmed in writing by the council officer/s responsible for administration of the booking. If it is not confirmed you will be advised of the reason for the decision.
5. The season will start no earlier than the second Saturday in April and end no later than the third Sunday in October.
6. The hire agreement shall be renewed annually.
7. Both parties must give six months notice to terminate the hire agreement. However, if the Club is in breach of the regulations the Council reserves the right to cancel the agreement without notice.
8. One set of pavilion keys will be provided for use by the Club. All keys must be returned at the end of the hire agreement. No copies of keys will be made without prior permission. All copies must be returned at the end of the hire agreement.
9. On behalf of the Council, the Director of Environment & Community Services may impose special conditions on a letting or authorise other people to do so. This may include requirements as to fire precautions, security of persons or premises, the exclusion or admission of any person, animal or item of equipment or the arranging of insurance cover.
10. The Council reserves the right of entry for its staff or agents at all times.
11. The hirer shall be held responsible for the effective supervision of the arrangements and people present during the period of hire.
12. The Council or its agents reserve the right to terminate the booking and/or agreement if there are concerns about any aspects of the activity including the behaviour of spectators and those taking part in any matches.

13. All correspondence including the seasonal paperwork is sent by email to the nominated representative of the Club. It is the Club's responsibility to ensure that the Council is informed of any changes to these contact details.
14. When contacting the Council by email the Club are advised to use the following email address CommunitySpaces@southglos.gov.uk
15. Please ensure that you have prior agreement/consent before taking any photos at events on property owned or leased by South Gloucestershire Council. It is vital if an event includes children or vulnerable adults any photography including video is agreed with all parties (individual's parent or carer) in advance.

Charges, Payments and Refunds

16. Charges are per season and are calculated based on the number of weeks booked.
17. There is an additional weekly charge for the use of the bar area.
18. Charges will be made at rates fixed by the Council and shall be liable to change without prior notification. The Council reserves the right to charge the correct rate where the incorrect charge has been quoted although the hirer may wish to cancel the letting in these circumstances.
19. Seasonal invoices are raised in May and sent to the nominated contact for the Club. If the Club prefers that the invoice is sent to a secondary contact e.g. the Club Treasurer, they must inform the Council at the time that the hire paperwork is submitted.
20. Seasonal fees are payable in 2 instalments, the first to be paid by the 30th June and the second by the 31st August of the season stated in the hire agreement.
21. The Council does not provide refunds if less than the original number of booked weeks are played. However, the Council reserves the discretion to refund charges in exceptional circumstances. Any unused bookings cannot be carried over to the following season.
22. All payments should be made promptly using one of the payment options listed on the back of the invoice. The Council reserves the right to cancel future bookings where charges remain unpaid 14 days after the due date of payment. If a Club is not able to make payment by the due date they must contact the Council immediately.
23. All invoices must be paid in full before the facilities will be allocated for the following season.
24. If it is necessary for the Department to undertake extra cleaning the Club will be charged an hourly rate, plus a 15% administration fee. This must be paid on receipt of the invoice otherwise all remaining bookings will be cancelled.
25. The Club will retain all income generated by casual users and this will be allowed for when the annual fee is calculated.

Public Use

26. One rink, the woods and slips provided by the Environment & Community Services Department must be kept free for casual public use, unless previously booked for County match purposes. Casual bowlers shall be allowed reasonable access to the pavilion, with the exception of the licensed bar area.
27. All reasonable efforts must be made to allow members of the public to have casual use of the green. A clearly displayed notice will be provided by the Club informing members of the public that 1 rink is available for use with a contact telephone

number for such bookings when the green is closed. This notice must remain in position throughout the season.

28. The Club will be allowed to use all rinks on 6 occasions throughout the year. The dates on which these take place will be reported to the Council in advance. A notice is to be clearly displayed by the Club informing the public that on these occasions the green is not available for public use.

Care of Premises

29. The Club must ensure that there is a responsible adult present and able to supervise at all times during the letting. In the event of a function being organised by or for persons under the age of 18 years the booking must be made by, and will be the responsibility of, a responsible adult.
30. The Club must pay the Council the cost of any damage resulting from a letting. This includes the site, pavilion and any equipment stored within.
31. The Club must ensure that any rubbish is cleared away and the premises and grounds are left in the condition in which they were found. Any food items must be removed and disposed at the end of each match day. The hirer will be responsible for reimbursing the Council for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
32. Where decoration or additional fixtures are required hirers may use only surface fixings which cause no damage to the premises.
33. The Club may not use chalk, resin or polishing materials on floors.
34. The Club may not add to or alter the electrical and mechanical installation of the premises or install any specialist equipment such as public address systems without the prior approval of the Director of Environment & Community Services. Any specialist equipment which is used should only be connected to circuits protected by Residual Circuit Devices (RCDs).

Emergency Procedures

35. The Council does not provide First Aid/medical facilities for hirers, nor does it guarantee access to a public telephone system for calling assistance during lettings. The Club must make suitable arrangements for this.

Condition of Premises

36. Whilst the Council is unable to guarantee the fitness, suitability or conditions of the premises or grounds at the commencement of the letting, every effort will be made to ensure that they are in a reasonable state.

Insurance

37. The Council's insurance does not extend to the Club's liabilities. It is the responsibility of the Club to provide whatever insurance it considers is required to cover its liabilities.
38. The Club must provide insurance cover for equipment left at the premises.

Legal Requirements

39. The Club shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The Club shall be fully responsible for obtaining any licences or any other permission required, always providing that no such application shall be made without the prior permission of the Director of Environment & Community Services.
40. The Club shall comply with Section 12 of the Children and Young Persons Act 1993, that is to say that, where any play or entertainment is provided at which the majority of persons attending are children, if the number exceeds 100, it shall be the duty of the Club to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
41. The Club will at all times during the letting, act in accordance with the Equality Act 2010. In particular the need to eliminate unlawful discrimination, victimisation and harassment, advance equality of opportunity for all and foster good relations between persons of diverse groups, and co-operate with the Council in monitoring compliance with this provision.
42. The Club shall ensure that the Club's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave the premises. If any legal action is taken remuneration of any expenditure incurred shall be forwarded to the Team/Club for full settlement.
43. The Club is specifically forbidden to use, or allow the use of, the hired premises for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

Equalities

44. South Gloucestershire Council's Guiding Principles state: We will treat everyone fairly, challenge inequalities and promote opportunities for all. To that end organisations hiring our facilities will be encouraged to have in place constitutions which will include a commitment to provide equality of opportunity to all users and spectators, challenge inequality and recognise diversity.

Responsibilities of the Council

45. The green and surrounding area will be maintained by the Department in accordance with recognised turf culture practices to ensure that it is in a reasonable state of play.
46. The pavilion will be cleaned, and its fabric and fittings maintained, i.e. lighting, toilets, the kitchen and lockers.

Responsibilities of the Club

47. Casual user fees will be collected, and a receipt issued for the hire of rinks, woods and slips. The receipt book will be inspected by Environment & Community Services at the end of the season.
48. The Club must provide its own equipment. Any equipment provided by the Environment & Community Services Department must be kept for casual users.
49. The Club is required to make provision for emergency situations, including first-aid equipment and access to a telephone.

50. All equipment belonging to the Department and the Club must be placed in storage after each match.
51. The Club must not, and must not allow, damage to any equipment belonging to the Council, or to the green and its surroundings.
52. All electricity supplies must be switched off and the pavilion locked when not in use.
53. No modifications may be made to the building or surrounding area without the written approval of the Department.
54. The Club is responsible for the security of the pavilion and green during the period of the agreement.

Compliance with Regulations

55. Failure by the Club to comply with any or all of the foregoing regulations, whether intentionally or not, may be deemed by the Director of Environment & Community Services to be just cause for the immediate cancellation of any use.

Contact Us

If you require further information please contact us using the details below:

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