



**LINLITHGOW SPORTS CLUB:
GUIDELINES FOR BOOKING THE LSC LOUNGE,
MEETING ROOM, BAR AND KITCHEN AREAS**

Agreed by BOM: 13.6.24

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Review: After 1 year and then every 3 years

REVIEW DATE: June 2028

Use of these areas is free if:

- Only club members (including temporary members such as visiting team players) are attending and it is a free event, for example a match tea or committee meeting.
- It is a ticketed event for members and guests and **all monies raised are directly for club/section funds.**

How to book:

You can book by contacting linlithgow.sports.club.secretary@gmail.com and including the following information:

- Date, start and finish time (including set up)
- A description of the event (including which areas are needed, and details of any ticketing for the event and whether any funds raised are for the club)
- Contact details of the organiser, both email and phone number
- Number of people expected, and whether they are solely club members or include guests
- Name of appropriately trained bar volunteer(s) attending, or a request for help to find such
- Whether exclusive use is required (for example a match tea could share with another small social event, whereas a social event for a section might need exclusive access as numbers attending will be high)

Extra information about bookings:

- The Board of Management and section secretaries can also access the diary and book events. Section secretaries can share it with team captains if appropriate.
- Please book early – you can ask for a PROVISIONAL booking but please confirm as soon as possible, no later than one calendar month before your booking.
- If you have to re-arrange or cancel an event, PLEASE remember to inform the club secretary.
- The lounge capacity is 60 people to comply with fire regulations.

Prior to your event:

- One week before your event, you must email the club secretary to confirm numbers attending. This enables us to ensure we have sufficient bar stock available. The organiser must also include a description and/or diagram of how the lounge should be set up (i.e. how the tables and chairs should be arranged).

www.linlithgowsportsclub.com

CASC no. 00290

Use of these areas is also available for private functions if booked by a member:

- Any member can book the lounge etc for their own private function, for example a birthday party or social gathering. Please note we cannot allow 18 – 21 parties.
- These should be events for invited guests only and have no associated ticket price. All of the above booking information applies, including finding bar volunteer(s).
- Members are expected to make a donation to the club to help cover our running costs. As a guide a donation of £30 - £60 is appropriate.
- All of the above booking requirements apply and you will be given instructions on how to make your donation after your booking is confirmed.

Use of these areas by members for ticketed functions:

- Any member can book the lounge for their own ticketed function.
- If it is a charity fundraiser (but not for our club) then a donation as per above is still requested.
- If a member is selling tickets to their event for commercial gain, then please consider making a larger donation if possible.
- All of the above booking requirements apply and you will be given instructions on how to make your donation after your booking is confirmed.

Booking the committee meeting room:

- This room can be booked at a cost of £10 per hour.
- For regular bookings there will be a reduction to £8 per hour. Capacity is 12 people to comply with fire regulations.
- Please book using the information above.

The following Terms and Conditions must be adhered to at all times, for all bookings:

- Guests must sign the visitors book which will be clearly displayed. The booking member must ensure no unauthorised persons enter the venue.
- The booking member will be responsible for any damage caused during the event and will be expected to pay for any subsequent repairs.
- Any member who does not treat the clubhouse with respect may have their membership revoked. Members are responsible for inappropriate behaviour or damage caused by any guests they have invited on to the premises.