



USE OF CLUB FACILITIES

Before the event

1. If the club is not already open, it will be opened (both front and back doors) at least 5 minutes before the hire start time.
2. Car parking space is available at both the front and rear of the building, with disabled access at the rear, including a lift to all floors.
3. When there are two events running concurrently where one event finishes earlier than the other, cars parked in front of the building can get blocked in. To minimise this, if the event you are attending finishes last please park at the front and if you are finishing earlier, please park at the rear. Please refer to the CBC website, 'Bridge Sessions', 'Timetable' menu buttons to discover the start and end times of any concurrent events.
4. If event preparation is needed, this must be allowed for as part of the hire period.
5. As soon as all people are present, please latch the front and rear doors to avoid intruders.
6. Note that bidding boxes are available either on the tables or in the cupboards.

During the event

1. Where there are bridge sessions on other floors the directors will agree suitable arrangements for taking breaks.
2. Only authorised personnel are allowed to serve from the bar. Payment for all bar purchases should be left in the bar takings bowl or box.

After the event

1. The event must finish before 11.30pm – the security alarm will sound at midnight.
2. Ensure that the room is tidied.
3. Ensure that any bridgemates used are returned to the cupboards.
4. Close all Bidding boxes and leave them on the tables.
5. Wait until all persons have left the building.
6. Ensure that all windows are closed and those with security bolts are locked.
7. Switch off any portable electric appliances (e.g. fans and heaters) and remove plugs from wall sockets. Ensure that the fixed fans are switched off.
8. Ensure that all lights are switched off.
9. Ensure that the internal fire-resistant doors are closed.
10. It will normally be the responsibility of the director, team captain or authorised person of the latest finishing session to secure the premises as follows:
 - a. Securely close the back door to the rear car park (both locks).
 - b. Close the door between the front vestibule and hallway.
 - c. Before leaving by the front door, turn off the outside light above the steps with the switch to the left of the door. Press the button immediately above this switch and it will put the front light on again, automatically switching itself off after four minutes.
 - d. Drop the front door latch and pull the door closed behind you. At the end of the day also secure the Chubb lock on the front door.