



Canberra Bridge Club

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Drafted by	Stephen Fischer	Approved by CBC Committee on:	21 May 2025
Responsible person	President	Scheduled review date:	May 2027

Room Hire Policy

The Canberra Bridge Club (CBC) is an incorporated association which offers members a friendly, supportive environment in which to play bridge. It is the largest bridge club in the ACT and owns its own premises in Deakin. The club offers bridge sessions for all levels of expertise, including beginners, improvers, intermediate and those who compete at a national level.

The CBC Constitution includes the following objects of the association:

- To provide and maintain suitable premises and amenities for the activities of the Association and the enjoyment of the members
- To arrange social functions and gathering of members and, where appropriate, visitors

The CBC owns and maintains premises in Deakin, which includes its main playing area in the Barry Turner room and an additional area for teaching, social events and other purposes in the Olive Lott room. The premises includes two kitchens and additional facilities suitable for a bridge club.

As part of its engagement with the Canberra community, the CBC hires its rooms out to other individuals and organisations. This policy outlines the terms, conditions and rates under which it hires its premises.

POLICY

Overview

The CBC has two rooms available for hire – the downstairs Barry Turner (BT) room and the upstairs Olive Lott (OL) room. The BT room has higher rates than the OL room because it is larger.

Current Room Rental Rates are displayed on a notice board in the office.

Availability

Both rooms are available for hire if not required for CBC use. Since the BT room is CBC's primary playing venue, its availability is much more limited.

CBC has some long-standing arrangements for room use which may impact availability for other external parties. These arrangements include with BFACT and the ABF for state and national competition weekends. CBC will make reasonable efforts to confirm these dates before entering an

agreement with other parties, but is likely to resolve any conflicts in favour of the long-standing agreements.

New casual hires need to be pre-approved by the Committee or CBC President and typically require a security deposit in case the rooms are not left tidy/clean. If the CBC President, Committee or the Manager determines the party is not suitable, they can cancel the booking.

The Manager can approve returning casual hires without Committee endorsement. The Manager should inform the President of such bookings within two days of taking them.

Rates

There are three rates for each room:

1. The Casual fee, which is charged for one-off hires to external parties. Bookings at this rate will typically incur a deposit, although this can be waived if there is good reason to do so.
2. The Regular User rate, charged to regular (at least monthly) casual room hires. Currently this rate applies to:

- a. Canberra Games Society (weekly Thursday Nights)
- b. Canberra Antique & Classic Motor Club (monthly, 2nd Tuesday Night)

If CBC members hire a room for non-CBC purposes, they will be charged the Regular User rate even for one-off bookings. No additional discounts are available for regular room hire to CBC members.

3. The BFACT rate, charged to BFACT and the ABF for bridge events. This rate is half the Casual fee.

Room Hire rates are reviewed annually and approved by the Committee.

Both clubs who hire the OL room pay a monthly “Cupboard rental” fee of \$50 (plus GST). Additional cupboards are not available.

A few organisations regularly hold their AGMs at our Club – Deakin Residents Association, Canberra Alpine Club. They pay full rates.

Inclusions

Hire of the room to external parties includes casual use of the downstairs kitchen facilities, including the tea, milk and coffee that is stored there. However, CBC does not intend to advertise this use as part of its service. This inclusion is for practical purposes since the supplies cannot easily be locked away.

Additional fees

Additional fees may be charged by agreement for extra services. These may include (but are not limited to):

- Use of the upstairs kitchen for a function
- Cleaning after the event
- On-site CBC staff

Keys and security code

Access to the CBC premises requires a key and personalised security code for the alarm system. A key and security code may be issued to external parties to allow access during times when the managers or other CBC representative is not onsite.

The ability to access the premises without oversight is at CBC’s discretion. When a new user hires the premises, the manager typically assesses their requirements and may issue a key and security code for their use. If they do not do so, the manager may choose to arrange for someone to meet at the venue and provide access.

When providing a key and security code for access to an external party, the manager will:

- Communicate the conditions of use
- Obtain signed agreement from the external party
- Obtain a security deposit for the key (which is separate from any deposit or bond relating to use of the premises)

The security deposit may be waived for CBC members.

Out of hours access may be revoked by authority of the CBC manager, President or Committee. In this event, the manager shall:

- Deactivate the security code
- Contact the external party to ask for return of the key

Once returned, the security deposit shall be returned.

RELATED DOCUMENTS

- (none)

AUTHORISATION

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President

Date of Approval by CBC Committee: 21 May 2025

Name of Organisation: Canberra Bridge Club