

TBA Club Hiring Protocols

1. Fee for half day \$60.00. Fee for full day \$100.00. If an invoice is required contact the TBA Treasurer (see contacts below).
2. Fee includes tea, coffee, sugar, use of Club room facilities. Tea/coffee etc is stored in the cupboard under the left hand sink area. Toilet paper is stored in cleaning cupboard between the men's and women's toilets.
3. Cups/mugs/glasses/cutlery/crockery are to be placed in dish washer and the dish washer turned on.
4. Dishwasher tablets and powder are kept under sink - throw tablet into machine and use 1 hour normal cycle. Ensure that dishwasher is used during sessions to prevent build up at end of day's play. No crockery/cutlery/glasses to be left in sink area at end of day.
5. The kitchen is to be left clean and tidy, coffee/sugar containers to be sealed and all trays to be wiped out removing all food traces.
6. The floor to be vacuumed in and around the kitchen and food areas - noticeable food crumbs to be removed from carpet area. The vacuum is stored in kitchen. Mop/bucket and general cleaning items are stored in the cleaning cupboard between the men's and women's toilets. Insect repellent is stored under right hand sink area, to be used if ants are evident.
7. Empty table bins and ensure contents of inside recycling and rubbish bins are placed into the outside bins located on north-west corner of building.
8. Ensure that all windows are closed, shutters are closed, lights switched off and premises secured. Door locked and alarm to be set. Ensure that fire escape door is secured.
9. The club rooms are to be left in clean and tidy condition.

The club is to be opened and closed by a TBA Committee Member or key plus opening/closing instructions are to be given by an authorised TBA Committee Member.

If Computer/Bridgemates/dealt TBA Boards are to be used - instruction are to be given by TBA Director or authorised TBA Committee Member.

If assistance is required contacts are as follows:

<u>Person</u>	<u>Contact</u>	<u>Area</u>
Hugh Grosvenor	0447 044 141	Computer, Bridgemates
Simon Edler	0409 939 194	Computer, Bridgemates
Paul Fredheim	0412 117 279	Facilities
Ian Bailey	0404 857 610	Treasurer, invoices, payments