PTBC Guidance on using the Clubhouse:

Authority & Applications
- All requests to use the clubhouse must go through the Management Committee.
- The Committee checks for date clashes with club activities before approving.
- Once approved, the Hon. Secretary emails the organiser with the Terms of Use.
- A donation is required: £60 for members, £75 for non-members (reviewed periodically).
- Music is allowed under the club's licence, but must be kept to an acceptable volume.

Member vs Non-Member Use - Members
- Full members may apply for personal use or for charities/agencies they're involved with.

Non-Members
- Must apply via the Committee.
- A designated Club Member will act as the Single Point of Contact and oversee compliance.

Wakes
- Managed sympathetically, usually for members, ex-members, spouses, or family.
- Decisions made case-by-case, but all normal Terms of Use still apply.

Responsibilities During Events

For Members (when they are the organiser)
- Open and close the pavilion.
- Set out tables/chairs.
- Ensure the pavilion is left clean, tidy, secure, and returned to its original state.
- Raw materials for refreshments are included in the donation.

For Non-Members
- The allocated Club Member must:
- Attend throughout the event.
- Open/close the pavilion.
- Assist with layout.
- Ensure cleanliness, tidiness, and security.
- Ensure all rubbish is removed by organisers.

Food & Catering
- Anyone preparing food must follow proper hygiene and clean the kitchen, cooker, and fridges afterwards.
- If using outside caterers:
- The organiser/Club Member must meet them, handle leftover food, and ensure all catering equipment is removed.
- No food or waste may be left in the club or bins — organisers must remove everything.

Disposable Items
- Paper napkins, disposable plates, cups, and cutlery must be supplied by organisers at their own cost.

Dishwasher
- If used, it must be emptied, cleaned, and all items returned to their proper places.

Bar Use
- The bar can be opened only after the Committee approves the event.
- Arrangements must be made directly with the Bar Manager.