

ST. MARY'S BAY VILLAGE HALL BINGO
Jefferstone Lane
St. Mary's Bay, Romney Marsh, Kent. TN29 OSW

- 1) **The name of the club is St. Mary's Bay Village Hall Bingo Club.**
- 2) **The object of the Club will provide for the playing of Bingo for the benefit of the members as permitted under the Gaming Act 2005 (and any statutory modification, amendment or variation thereof.**
- 3) **The Management Committee will be responsible for the management and administration of the club and expenses connected therewith. The committee will be responsible for any amendments to these rules.**
- 4) **Every candidate for membership of the Club shall be over 18 and will first apply to join on the forms provided (declaring that they are over 18 and undertake to be bound by these rules.**
- 5) **Admission to the Club is a the discretion of those on the door. No one will be admitted as a member of the club until 24 hours have elapsed after application to join the Club.**
- 6) **The membership fee payable will be such sum as the committee decide from time to time.**
- 7) **The committee shall fix the sum to be paid for admission to any Bingo session. Membership cards are not transferable and must be produced by all members when entering a Bingo session and when required by the committee.**
- 8) **There shall be kept at the session (A) A register of members which shall show the names of all who have joined and their date of addition and (B) A visitors book in which the name of all guests together with the name of the members introducing them shall be written on entering the session.**
- 9) **A member may introduce bona fide guests on each occasion they play provided that: (A) The guest is over 18 (B) The guest's name is entered in the visitor's book with member's details.**
- 10) **A member shall be responsible for the conduct of their guest.**
- 11) **Bingo sessions will run at times agreed with the Lettings Officer.**
- 12) **All games will be played under the published rules.**

BINGO – RULES OF PLAY

BEFORE PLAY

- 1) **Prior to the start of any session, the Random Number Generation will be (A) Set on automatic call. (B) Left on until all 90 numbers have been selected and all 90 bulbs are lit on the indicator board.**
- 2) **Before the start of any game, the Caller will announce the following information. (A) Which card is in play-book, quickie etc., and (B) which line/lines or full house (or other combination) has to be completed to win.**

DURING PLAY

- 3) **When play begins, each number will be selected at random by means of the Random Number Generator in full view of the majority of players. Members must mark their cards in such a way that the numbers are sufficiently legible to be easily checked beyond dispute.**
- 4) **For the assistance of the players the numbers called are repeated on indicator boards being lit automatically by the equipment or covered manually by the Caller. In the event of a discrepancy between a number announced by the Caller and that illuminated on the indicator board, the actual number produced by the Random Number Generator will prevail.**

STOPPING THE GAME

- 5) **The point at which the next number is deemed to have been called will be the moment the Caller has commenced that number to any degree. Once a number has been so started, it will be completed and that number will become the last number called. The winning card must contain the last number called as part of a winning sequence.**
- 6) **No further claims will be accepted for a line, or two lines (or any other combination) once the next number has been called. No further claims will be accepted for a full house once the check-back has commenced.**
- 7) **It is the responsibility of each player to stop the game before the next number is called. No one else will be allowed to accept this responsibility on behalf of a member.**

CLAIMING THE PRIZE

- 8) When a claim is made, the player will produce the book or card for checking, together with their membership card. If a player fails to produce these documents or other such evidence to satisfy the Caller (within five minutes) that player will forfeit their rights to any prize for that game.

CHECKING AND ACCEPTANCE OF CLAIMS

- 9) If books are being used then these must be intact upon checking a claim.
- 10) When a claim is being checked the following items will be displayed/announced.
- a) The game being played.
 - b) The colour and type of card
 - c) The serial number.
 - d) The last number called
 - e) The other numbers on the card.
- 11) The caller will decide on the claim and announce their decision. If the claim is disallowed, the caller will try to obtain the players agreement to the decision. The reason why the claim has been disallowed will be announced.

MULTIPLE WINNERS

- 12) In the case of a special game for a prize (not cash) provided by the club, the Caller will announce before the game the procedure to be adopted in the event of more than one winner sharing the prize.
- 13) In the event of more than one winner, in accordance with the rules being declared for the game, the prize money for the game will be shared equally amongst the winners. Where the prize in question is not cash and more than one winner is determined, and elimination is necessary to determine the outright winner, such elimination must be achieved by playing a Bingo game and not by a draw or lottery.
- 14) In the event of a game being played for any two lines and whilst checking the claim it is found that the player has completed the two lines and also a full house then the player will be entitled to the prize for the two lines only. At least one further number must be called for a full house to be claimed.
- 15) In all matters the Caller's decision will be final.

SESSION TIMES

Tuesdays 8.00pm
Saturdays 2.00pm

COMPLAINT

If you are unhappy with our service we are committed to responding to your complaint promptly and in a fair and appropriate manner.

OUR COMPLAINTS PROCESS

Contact our Session Service Team which can be by telephone or e-mail and they will try their hardest to help you with any concerns you may have.

If you are not happy with their response you can escalate your issue to the Chairman of the St. Mary's Bay Village Hall Management Committee. They will do all they can to help you, depending on your issue they may need to investigate, so it may not be possible to completely deal with your issue in one call. If this happens they will contact you once they have a resolution. You will be given the name and status of the person who will be handling this for you.

However, if after this you wish to take your complaint further you can contact further you may address your concerns to the Village Halls Arbitrator.

**C/o St. Mary's Bay Village Hall,
Jefferstone Lane
St. Mary's Bay
Romney Marsh
Kent TN29 0SW e-mail; stmbvh@gmail.com**

SELF EXCLUSION

If you wish to be excluded because of a gambling problem, please complete the form below. Once you have completed it, please hand it to Reception in the main hall Foyer, or post it to the above address.

<p>The reason for making my request is:-</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

If, despite the best efforts of the St. Mary's Bay Village Hall, I should gain entry to the Bingo some time in the future whilst this exclusion is still in force, I fully accept that neither the St. Mary's Bay Village Hall would be liable for any losses that I incur as a result.

Name.....
Address.....
.....
Membership No:.....
Date.....Signature.....

Having made the decision to self-exclude, we strongly advise you to similarly exclude from other gambling premises that you currently frequent or might otherwise be tempted to visit.

PLEASE NOTE THAT THE MIMIMUM EXCLUSION PERIOD IS FOR SIX MONTHS.

**ST. MARY'S BAY VILLAGE HALL
FIRE DRILL AND EVACUATION PROCEDURE**

The person in charge of any club or persons using the hall must indicate where the fire exits are and where the fire assembly point is before any function begins.

At the first sign of a FIRE the alarm must be activated.

Whoever is in charge of a club, or persons using the hall must direct those people to the nearest fire exit, and as far away as possible from the point of the fire and then direct them to the fire assembly point. Any coats or personal belongings should be left, except if needed by any infirm person or wheelchair user.

Whoever is responsible should check toilets and any storerooms or cupboards to be certain that there is nobody remaining before leaving the building.

Nobody should attempt to re-enter the building, unless told to do so by the fire brigade or until it is safe to re-enter.

A sign at the furthest point away from the hall indicates the fire assembly point.

At a regular date and time a fire drill should be staged if practicable, with clubs who use the hall, so as to familiarise them with the procedure.

Wheelchair users to be positioned near the fire exits for the own safety.

Whoever is responsible, either a leader or committee member to take the club register out and check names.

Vehicles to remain where they are parked, and not moved unless instructed to do so by the fire officer or committee member, unless it is obstructing the fire service.

JULY 2012/GA