**Rules for the IP 100 Club**

1. The aim of the IP 100 Club is to raise funds for Ilkley Players Ltd, which is a non-commercial, volunteer-based theatre society, based at Ilkley Playhouse, Weston Road, Ilkley, West Yorkshire.
2. Ilkley Players Ltd is a registered charity (Registration No. 1096090).
3. The sole activity of the IP 100 Club is to run a monthly lottery, from which 20% of the proceeds is given out as prize money and the balance is donated to Ilkley Players Ltd.
4. The IP 100 Club will be run in accordance with the Gambling Act 2005, which will take precedence over these Rules in the event of any conflict.
5. Participation in the IP 100 Club is by invitation only and all participants must be over the age of 16. This age rule is rigorously applied, and potential participants may be asked for proof of age.
6. The cost of participation is £5 per month, which entitles the participant to **one** draw number in each monthly draw, **or** £10 per month for **two** draw numbers, and so on. Payment is by monthly standing order from the participant’s bank account to the dedicated IP 100 Club bank account.
7. Participants will receive their unique draw numbers on an emailed virtual ticket at the start of their participation. They will keep the same numbers throughout their participation, so this virtual ticket will be valid as long as they are in participation.
8. Participation may be terminated at any time, by notifying the Administrator (contact details: Richard Neale, tel. 07702 382 635, email: richardnealeclubip@gmail.com ) and cancelling the standing order.
9. The monthly draw is held between the 20th and 31st of each month, on a date which is notified to each participant by email. Any participant may attend the monthly draw, which is supervised by a member of Ilkley Players nominated by the Trustees and/or the Executive Theatre Committee, together with one of the Administrators of the IP 100 Club. Each Draw Number has an equal chance of winning. The monthly draw may have to be held as a virtual internet meeting during periods when the Playhouse is closed.
10. Only valid and fully paid draw numbers will be entered into any draw and a record will be kept of all numbers included in each draw, together with the prize-winning numbers drawn. A monthly return will be made to Bradford Council licensing department in accordance with registration requirements.
11. **Privacy policy**:
12. Participants email and telephone numbers will only be used to contact them on matters related to the IP 100 Club and not for any other purpose, in accordance with the permission given by them on registration.
13. Access to the details of IP 100 Club participants will be limited to the Administrators of IP 100 Club and the Manager of Ilkley Playhouse.
14. Participants’ details will be permanently deleted from all IP 100 Club records (including both physical and electronic) when they advise the Administrator of their intention to cease participation.
15. IP 100 Club will not divulge to any third party any personal details (including bank account details) of participants in the IP 100 Club. Emails circulated to participants will not reveal individual names, addresses or email addresses.
16. IP 100 Club will publicise winners’ names (for example in the Playhouse Newsletter and in the local press), unless a participant opts for no pubicity if they win a prize. **This option will be clearly offered on the participant’s registration form and re-offered annually.**
17. **Disputes or grievances:** In the event of any dispute or grievance concerning the operation of the IP 100 Club or its organisers, this must be submitted in writing to richardnealeclubip@gmail.com and will be referred to the Chair of Ilkley Players Club and its Management Committee who will investigate it independently. Their decision on it will be final.

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