

# POLICY AND CONDITIONS FOR USE OF THE CLUB PREMISES

1. The Committee, without charge for use, will afford organisations representing activities connected with sailing, use of the Clubroom, by prior arrangement, so long as the timing and nature of the event does not impinge on members' use of the Club.
  
2. Use of the Clubroom by non-sailing organisations or individual members of the Club can be sanctioned by the Committee if considered suitable PROVIDED THAT:
  - Such events will only be held at a time of normal club bar hours.
  - Evening Events may run from 7pm to 12 midnight (Latest Bar closing time)
  - The person responsible for the event is a member of the Club.
  - 20% of those attending are members of CSC.
  - A maximum number of 90 persons to attend the event if held in the main Clubroom only. A maximum number of 50 persons to attend the event if held in the Training Room only. A maximum number of 140 persons to attend if the event is held in the main Clubroom and the Training Room combined.
  - A Charge will be made for the use of the room(s) as follows;  
Either one or the other of the main Clubroom OR the Training Room, £100 for Saturday or £50 for any other day, Sunday to Thursday.  
If the main Clubroom and the Training Room are both required (and available) there will be a charge of £150 for Saturday or £75 for any other day, Sunday to Thursday. There will be an additional charge on Bank Holidays, if the rooms are available.
  - A cheque payable to CSC to be sent to the Hon Sec with the booking form. A list of people attending (stating if they are members of CSC) to be sent to the Hon Sec no less than 7 days prior to the event.
  - For members, there will be no charge for a wake. For non-members, there will be a charge of £30 towards Bar Staff if the Bar is required. Wakes will be for a maximum of 3 hours.
  
3. Restrictions
  - Catering for the event is to be provided by the Club Caterer. No attendees may bring food or drink into the Club for any function unless it has been agreed in advance with the Chairperson of the Bar & Catering Committee.
  - If you wish to provide your own "on arrival drink" permission must be obtained from the Chairperson of the Bar and Catering Committee at least 7 days prior to the event and corkage will be charged at £5 per bottle. All other drink must be purchased from the Bar.
  - The Club has a sound system, which can be used for an event, or people can provide their own music.
  - In order to use the dance floor, the member has the responsibility to get the carpet lifted and before leaving, it is to be placed at the Training Room end of the dance floor, still rolled, ready to be rolled out after the floor has been cleaned. The wooden dance floor must be cleaned prior to relaying the carpet. Liaise with the Bar Steward for instructions.
  - Any event which has more than 19 people attending must go before the General Committee for approval.
  - Two month's formal notice is needed for an event by completing this form and sending it to the Hon Sec. Agreement by the General Committee is required prior to the function. At short notice, agreement can be given by a meeting of Club Officers.
  - Only freestanding decorations are allowed. Nothing must be attached to any of the Clubroom surfaces including the Bar. No Disco Atmospheric Smoke Allowed.
  - For security and in accordance with our insurance, the Club front door must not be left open. You are responsible for appointing someone to remain at the door for the arrival of guests who may not be members and therefore have no access fob.

Signed (by member) ..... Date .....

Please complete the booking form overleaf and forward to the CSC Office.

# REQUEST FOR USE OF THE CLUB PREMISES

Member's Name ..... Tel No .....

Reason for Event .....

Date required ..... time from ..... until .....

- Rooms required:
- Main Clubroom only
  - Training Room only
  - Main Clubroom and Training Room

Bar required Yes/No from ..... to ..... (latest 12 midnight)

Will you provide bottles for an "On Arrival" drink yourselves, if so how many bottles will you supply (in advance please) @ £5 corkage per bottle ..... (served for 30 mins max on commencement)

Would you like either:

- a Cash Bar for guests or
- a Tab that you will pay prior to departure

Will you bring your own music? Yes / No

Will you require catering? Yes / No  
(see Conditions overleaf)

Estimated number of guests .....

How many are members? .....

Signed (by member) ..... Date .....

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For CSC use only

Approved ..... Date .....

Payment received Yes ..... (initial) £50/£75/£100/£150

cc: Hon Sec, Chair of Bar & Catering, Caterer, Steward and Applicant