

made through the clubs bar manager (name and contact details on request) (Hirers are advised that a commercial caterer may charge corkage which covers the serving of the wine, not its provision.)

3. If a late license is required the club must be informed 10 days before the function.
4. The Hirer shall be responsible for the behavior and propriety of those attending the function whilst in the grounds and buildings of the club, and paying for any damages to or loss of club property caused by any person attending the function.
5. All guests must be formally signed in collectively
6. The hirer shall be responsible that persons under the age of 18 do not consume alcohol and that persons under the age of 18 are excluded from any room where alcohol is being served after 9pm.
7. The Hirer shall formally brief all guests about the location of fire exits and firefighting equipment and shall ensure that all fire exit doors remain unlocked and clear throughout the function.
8. All functions must be approved by the committee and a committee member must be present throughout.

|  |             |
|--|-------------|
| I have read and agree the above conditions |             |
| Name.....                                  | Signed..... |
| / 20__                                     | __ / __     |

Please either send this completed form to the Hon Secretary at the club address shown at the head of the form or email it to him at [secretary@newtownardssailingclub.co.uk](mailto:secretary@newtownardssailingclub.co.uk). You will be contacted to discuss details

(2019 v.1)



## NEWTOWNARDS SAILING CLUB

161 PORTAFERRY ROAD, CUNNINGBURN,  
NEWTOWNARDS, Co. DOWN, BT22 2AJ

[www.newtownardssailingclub.co.uk](http://www.newtownardssailingclub.co.uk)

e-mail: [secretary@newtownardssailingclub.co.uk](mailto:secretary@newtownardssailingclub.co.uk)<sup>1</sup>

### **WEDDINGS' BOOKING FORM**

*(Use of the Upstairs bar, Function room and kitchen)*

|                        |      |              |        |
|------------------------|------|--------------|--------|
| Date of hire requested |      | Hours: From: | Until: |
| The Hirer *            |      |              |        |
| Address                |      |              |        |
| Contacts               | Tel: | Mob:         |        |
| Email                  |      |              |        |

\* Note that only an NSC club full member may hire the room(s).

|                 |                             |
|-----------------|-----------------------------|
| Purpose of Use: | Numbers expected to attend: |
|-----------------|-----------------------------|

|                | 1 <sup>st</sup> Floor  | Ground Floor | Fees   | Total |
|----------------|--|--------------|--|-------|
| Room hire      | £500 for day and evening use. (Time during the previous day for preparations is included in this charge) |              | Paid to NSC by the hirer (£100 is payable when the room is booked. This deposit is non-returnable within 30 days of the function.) |       |
| Bar facilities | £10/hr per staff until 1am. (For legal reasons the money due is to be paid to the club.)                 |              |  |       |
| Kitchen        | £250 when used by a commercial caterer. Charges for other users by agreement                             |              |  |       |
| Cleaning       | £100 deposit is required which is refundable subject to the premises being left clean and tidy.          |              |  | £100  |

### **Conditions**

1. The function room and clubhouse are to be thoroughly cleaned as soon as possible after the function (and in any case not later than early on the day after the function) ready for their use by club members. All club crockery, glasses and utensils used are to be properly washed, dried and put away. (The club's cleaner may be available for employment to help with the clear up - but advanced notice is required.). When the club has been inspected and found to be clean, the cleaning deposit will be refunded.

2. Only drinks purchased through the club and sold at the bar may be used for the function and all income so generated accrues to the club. The choice and price (including corkage at £5 per bottle) of the wines must be agreed with the club before the booking is finalized. These arrangements to be

<sup>1</sup> *(The Conditions continue overleaf)*