



NEWTOWNARDS SAILING CLUB

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

www.newtownardssailingclub.co.uk

e-mail: secretary@newtownardssailingclub.co.uk

LARGE FUNCTION BOOKING FORM

(Use of the Function room and kitchen)

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

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

Purpose of use:	Nos. expected to attend:
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	1 st Floor	Ground Floor	Fees	Total
Room hire	Not normally available	£100 for day and evening use.	Paid to NSC by the hirer (£50 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	£20 - when the kitchen is used only to heat small eats and drinks. Other use charges by agreement.			

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.)
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 £3 per bottle) of the wines must be agreed with the club before the booking is finalized. The club's bar contact is Bruce Carlisle 9181 4275. (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 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 and the Hirer is responsible for their behaviour until they leave the club's grounds.
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.

(The Conditions continue overleaf)

- 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. You will be contacted to discuss details