



BOOKING FORM (Please complete in capitals)

Details of hirer	Name
Address	
Telephone Number	Email
WSC member Yes/No If No, name of Key Holder (WSC club member)	
If Applicable, on behalf of which organization?	

Details of event	Date of hire	
Time of hire (from – to)	Type of function	
Number of people attending? (max 110)	Number of attendees under 18	
Arrangements for supervision of Under 18's		
Other Requirements		Times Required
	Bar*	y/n
	Kitchen	y/n
	Upstairs	y/n
	Downstairs	y/n

* Bar staff will normally incur a cash payment on the night of £10.00 per hour per person. Two bar staff are normally required when over 50 people attending the event.

1. My deposit cheque for £80 is attached. Yes /No (N.B. We only cash the cheque if there is damage to pay for.)
2. Fee due (min 50%) £..... Part or Full payment £..... Attached Yes/No
3. Balance £..... Due by (no later than 6 weeks before event)

Signed (Hirer) Date.....

I understand my responsibilities as Key Holder for this event and will be present during the whole event.

Signed (Key Holder (WSC member)) Date

Please send completed form and cheque or bank transfer to Sort Code 08 92 99, Account Number 65301485

Wivenhoe Sailing Club marked **“For The Attention Of The Bookings Secretary “**

Email bookingsecwsc@gmail.com

Other contacts if needed:- Eric Strudwick, Secretary 01206 822679 07974 769852

Terms and Conditions of Hire for Wivenhoe Sailing Club

Maximum capacity of the club is **110 persons** – but see section **13**.

1. Wivenhoe Sailing Club (WSC) reserves the right to accept or refuse a proposed booking.
2. **Conduct**- The hirer and the Key Holder shall be responsible for ensuring that all events are conducted in a manner generally considered to conform to the norms of good behaviour.
3. **Alcohol**- No alcoholic beverages may be brought into the building. The exception being corkage which must be agreed in advance, currently £3.50 per bottle. The bar will be staffed only by adult club members or experienced bartenders as approved by our Bar Manager for which a charge is usually payable. Alcohol must not be supplied to anyone under the age of 18.
4. **WSC members**- Hirers should be aware that WSC members may be using the boat slipway, car park and toilets. If additional parking space is required, there is a pay-and display car park opposite the clubhouse.
5. **Noise** Unless otherwise agreed by the Bookings Secretary, music (bands/discos) will stop at midnight. At no time should the noise level either inside or outside the building be unreasonable. The noise level of any music etc outside the premises should not cause a nuisance to our neighbours, especially after 23:00.
6. **Animals**- With the exception of guide dogs, no animals may be brought into the clubhouse.
7. **Smoking** is not permitted in any part of the building.
8. **Electrical equipment** not owned by WSC may be used only with prior permission and must conform to current safety regulations with appropriate certification.
N.B. Disco smoke machines are known to activate the fire alarms and are not permitted.
9. **Decorations** must be fixed so as not to damage wall surfaces or any part of the building. There are hooks provided. Masking tape may also be used.
None of the following may be used on any surface:- Blu Tac or similar; Sellotape; Duct Tape or similar adhesive tapes; nails, pins screws, staples or any similar mechanical fixing. Any damage to furnishings or fittings must be paid for in full.
N.B. A forgotten helium balloon or streamer may set off the alarm in the middle of the night and incur a charge.
10. **Pyrotechnics** – Fireworks are not permitted: conditions imposed by our insurers are impossible to meet. Chinese lanterns are also not permitted; they can drift out to sea and cause problems for the coastguard.
11. **Liability**- The club shall not be held liable for any loss or damage to any property of the hirer, the hirer's guests, employees or sub-contractors if occasioned by any act or omission of any of these persons. Children and young persons under the age of 18, are the responsibility at all times of an accompanying adult.
12. **Clearing up** - The hirer is responsible for clearing up after an event. Downstairs, tables and floors should be clear of debris; upstairs tables and chairs should be returned to the storage area. Bottles and glasses should be returned to the bar, not forgetting to check outside. Decorations should be taken down and toilets checked.
The kitchen must be left clean and tidy and rubbish put in black sacks which may be tied and left in the kitchen.
These tasks must please be completed immediately after the function unless prior arrangements have been made with the bookings secretary. A cleaning service is included in the hire fee. If additional cleaning is required part of the deposit may be forfeit.
13. **Persons with Impaired Mobility** - If persons with impaired mobility such that they cannot reasonably use the stairs without manual or mechanical assistance are using the upstairs room, then no more than **four** such persons may be upstairs at any one time and for **each** such person, there must be **two** able-bodied people briefed and available to assist such a person to leave the building in the event of fire without using the stair-lift. However, the Carry-Chair may be used by competent persons to assist with evacuation via the fire escape.

Please ensure that the stair-lift is returned to the lower charging position (shown by a visible red arrow head) so that it is left ready for other users. N.B. an alarm sounds for about 30 seconds if the stair-lift is not parked in the charging position.

14. Payment & Cancellation – A payment of at least 50% of the fee plus a separate cheque for the £80 deposit. The deposit cheque will only be used in full or part only after the event and after discussion with the hirer to reimburse the club for any breakage, other damage or extra cleaning. Full payment must be made at least six weeks prior to the event. Cheques should be made payable to “Wivenhoe Sailing Club”.

If these conditions are not met, the club reserves the right to cancel the booking and to retain all or part of the pre-paid fee.

15. Long term lettings – WSC reserves the right to terminate a booking agreement at any time if it considers that the conditions of hire are not being adhered to.

16. Key Holder’s responsibilities – If the hirer is not a member of WSC, they will need a club member to act as Key Holder who will ensure that the event is conducted in a reasonable manner. Our insurers require that the Key Holder is present throughout the function locks the premises after.

The Key Holder should be familiar with the fire evacuation and unlocking/locking procedures.

If for any reason at short notice the Key Holder is unable to attend the event as the Key Holder, he/she should notify the Booking Secretary immediately and try to find a replacement club member who will undertake the role.

WSC Lettings Fee, October 2017		
	Non Members	Members
Evening e.g. party	£175	£88
Afternoon + evening party	£250	£125
All day & evening e.g. wedding	£350	£175
Morning + afternoon	£180	£90
Meeting am / pm	£60	£30
Half Day (5 hours max)	£90	£45
Workshop all day	£110	
Regular classes	£10 per hour (Min. 2 hours)	
Please note that the member’s rate applies to private functions for members. It does not apply to any commercial functions or functions for non-members even if a member undertakes the booking process.		