

Wivenhoe Sailing Club

Wivenhoe Sailing Club, Walter Radcliffe Road, Wivenhoe, Essex, CO7 9WS

Terms and Conditions of Clubhouse Hire

Maximum capacity of the club is **110 persons**.

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 alcohol may be brought into the building. The bar will be staffed only by experienced bartenders as approved by the Bar Manager for which a charge is 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 will stop at midnight. At no time should the noise level outside the building be unreasonable and 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 or vaping** is not permitted in any part of the building including the balcony.
 8. **Electrical equipment** not owned by WSC may be used only with prior permission and must conform to current safety regulations with appropriate certification. Disco smoke machines are not permitted. No burners or deep fryers to be used in the club/kitchen at any time.
 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.
 10. **Pyrotechnics** – Fireworks and Chinese lanterns are not permitted.
 11. **Liability** – The hirer shall indemnify the Club including all officers, members, employees, directors and volunteers from all liability with respect to any against any claim for personal injury, property damage or other loss arising out of the hire of the premises. We recommend that you satisfy yourself you have the right insurance in place for the activities you wish to hold on Club premises.
- 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, including those outside. Decorations should be taken

down and toilets checked. The kitchen must be left clean and tidy and rubbish put in black sacks and left in the kitchen.

These tasks must please be completed immediately after the function unless prior arrangements have been made with the booking's 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 amount for the deposit is required in advance. Payments may be made by cheque or bank transfer.

The deposit will be returned after the event subject to any breakages, other damage or extra cleaning required. Any amounts deducted will be after discussion with the hirer.

Full payment must be made at least six weeks prior to the event.

Cheques should be made payable to “**Wivenhoe Sailing Club**”.

Bank transfers can be made using **Bank Sort Code 08 92 99** and **Account Number 65301485**

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. Commercial regular 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 and 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.