



Contacts: General Manager: 672687
Bar & Catering Manager: 674706

The Poole Yacht Club

EVENT BOOKING FORM (APPLICATION FOR HIRE OF FACILITIES & EQUIPMENT)

Organiser Name: _____ Sailing Event Lead: _____

Address: _____ Address: _____

Tel: (H): _____ (M): _____ Tel: (H): _____ (M): _____

E-mail: _____ E-mail: _____

Event: _____ No. of People: _____ (Non-Members: ___ Children U14: ___)

Is this a specified family event? Y / N (if no, children under 12 are not permitted in the Club lounge after 22:00 and must be supervised and under parental control at all times)

Day of Event: _____ Date: _____ Time From: _____ To: _____ *

* Tick if Bar Extension required later than 23:00 hrs. (£25 Fee payable on application)

ROOM/REQUIREMENTS:

- | | | |
|--|---|---|
| <input type="checkbox"/> Skylight Lounge | <input type="checkbox"/> Top Floor Room - North | <input type="checkbox"/> Club Laptop |
| <input type="checkbox"/> Dining Room | <input type="checkbox"/> Top Floor Room - South | <input type="checkbox"/> Club Projector |
| <input type="checkbox"/> Lounge | <input type="checkbox"/> Academy - North | <input type="checkbox"/> Club Freestanding Screen |
| <input type="checkbox"/> Big Screen | <input type="checkbox"/> Academy - South | <input type="checkbox"/> Club TV |
| <input type="checkbox"/> Club CD Player | <input type="checkbox"/> Club DVD Player | <input type="checkbox"/> Microphone/PA |

N.B. Skylight Lounge will seat 70 with Dance Floor, 90 without Dance Floor: Skylight & Dining Room 110 with Dance Floor, 130 without Dance Floor (approx. numbers depending on which tables used)

CATERING:

- | | |
|---|--|
| <input type="checkbox"/> Restaurant Meal with various Courses | <input type="checkbox"/> Bar Snack/Race Food/Basket Style Hot Meal |
| <input type="checkbox"/> Buffet with Hot Food | <input type="checkbox"/> Cold Buffet |
| <input type="checkbox"/> Sandwiches | <input type="checkbox"/> Normal Club Catering |

SPECIFIC REQUIREMENTS not detailed above and things to consider: - i.e. Furniture Layout, Sailing Equip (Buoys, No. of RIBs required, Hand Held Radios and Sign Out Sheets)

Reminder for Sailing Events. Have you checked the current schedule of costs and charges associated with your event? Any queries please contact the Club Office.

NB: Members private functions: Room hire chargeable. Please ask at the Office for current fees. For any "Class" or "Sailing Events" no Room Hire will be charged. Any queries please contact the Club Office.

Conditions of Hire

PLEASE READ THIS INFORMATION CAREULLY

- **Payment: All outstanding monies must be settled within 24 hours of the function no invoices will be sent.**
- The relevant room hire fee to be submitted with the booking form:
- Any deposits paid will not be refundable unless event/ numbers are cancelled before 7 days of the event date.
- All bookings are subject to the overall Sailing/Social Programme and general Club commitment. The application must be made by a member of the Club (18yrs and over for him/herself, his/her parents or his/her children).
- **Catering must be arranged through the Bar & Catering Manager; no food purchased outside the Club is allowed to be consumed in the Club House as per the Club's bye-laws, please make sure all attendees are aware of this.**
- **All alcohol consumed on the premises must be purchased through the bar.**
- The seating capacity is limited (subject to menu limitations).
- Once the booking has been confirmed in writing, if a live band is performing, this must be brought to the attention of the General Manager, Bar & Catering Manager and Office.
- Event organisers will be expected to arrange the lifting and re-laying of carpets for the event and leave the area in a clean and tidy state after the function.
- Please note it is a LEGAL REQUIREMENT that a list of non-members must be handed to the Office at least 2 days in advance of the function.
- **Please be reminded that all guests are the responsibility of their Sponsor, as detailed in Rule 49.**
- Please note that the Club is open to all Club Members at all times.
- Members are reminded that until written confirmation of a booking is received (3 - 6 weeks), the request should not be regarded as having been accepted.
- **Poole Yacht Club operates a No Smoking Policy throughout the Club House and within 10ft of the building, please make sure all attendees are aware of this.**
- Function bookings cannot be more than 6 months in advance unless it is a wedding.
- **On the water activities:** the Organiser undertakes to make him/herself familiar with relevant local harbor bylaws (inc. The Yacht Raising Criteria as issued by the Poole Harbour Master) and to advise Harbour Control on the day (tel. no. 01202 440230).
- **On the water activities:** Regarding bookings made by non-Poole Yacht Club members (RYA) – The Club may ask for a Club member to be nominated, if necessary, as Event Lead.

I acknowledge having read this form and understand the contents:

Signed: _____ **Date:** _____

(Please make sure you receive a copy of this form)

Office Use

Date received: _____ **Name:** _____

Accepted / Refused

(Office to check the social and bar/kitchen diaries before accepting this function.)

Copy: GM / Bar & Catering Manager / Social Committee