
NEWHAVEN & SEAFORD SAILING CLUB LIMITED

SEAFORD CLUB HOUSE – MEMBER HIRE

POLICY & BOOKING ARRANGEMENTS

Policy - The Club will allow the hire of the Club House facilities at Seaford to Club Members (of at least 6 months standing) for events and functions with the intention of utilizing the club facilities further for the benefit of the Club Members;

Booking Procedure - The Club Member needs to obtain prior approval by completing this form:

1. Date and type of function.....;
2. Required times – 0930 to 1400, 1400 to 1830, 1830 to 2300 (Please circle);
3. Expected numbers.....;
4. Whether Catering or Bar facilities are required.....;

Please pass this form to the Treasurer (see Website www.nssc.org.uk/contacts.htm for details, or leave via letter box at the Club House) to enable Management Committee advance approval and allocation of a person responsible for the event. If Bar is required then the responsible person will be a Club Officer, independent of the hirer, and there are likely to be additional charges for bar staff which can be discussed with the Bar Manager (see (d) below).

Booking Conditions

The Club Member, following Management Committee approval, will:

- a. Ensure payment in advance of the following charges:
 1. £20 am or pm timeslots and evening timeslot £30, or multiples of e.g. £40 am and pm.
 2. Deposit of £60 to pay for cleaner or breakages if these are required;
- b. Provide the total amount in two cheques (payable to NSSC), with and without deposit and with card number on the back of the cheques, to the nominated Management Committee Member;
- c. Contact Clive and Jane Ramsay who run the Shore Break Cafe on clive@cramsay.wanadoo.co.uk or 01323 891818 if food required to be provided at a cost to be agreed with them;
- d. Contact the Bar Manager (name and contact details on web site) to discuss use and bar staff;
- e. Arrange to collect and return the keys from the nominated Management Committee person;
- f. Ensure that suitable footwear is worn such that wooden floor is not damaged e.g. no stilettos;
- g. Treat the Club facilities with respect during the course of the event and in particular ensure that it is left in a clean state with any damages reported;

The nominated Management Committee Member will:

- a. Ensure cheques are received in advance;
- b. Keys are returned and that facilities have been left in a clean state with no damages;

The NSSC reserves the right to refuse the use of the club facilities without explanation.

Signed.....Club Member.....Date.....

Club Member Details: Phone Number.....Email.....

Management Committee Nominated Person.....