

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 who have completed duties. Hiring for events and functions, with the intention of utilising the club facilities for the benefit of the Club Members and their guests. Bookings may be made up to 6 months ahead.

Booking Procedure - Check the availability of the Clubhouse by asking The Galley Staff who hold the diary
Member Phone number.....
Member's email..... Date of function..... Day
Type of function..... Expected numbers.....;

Are Bar facilities are required? **YES/NO**; Please note corkage will be charged on any celebratory drinks not purchased from the club.

Is Catering required **YES/NO** Contact The Galley email: thegalley@nssc.org.uk or 01323 890077 at a cost to be agreed with them. **OR** if own food and soft drinks are to be brought in **YES/NO**

Are you planning on camping at the club overnight - free for members. **YES/NO**

Do you want to use the club BBQ - **YES/NO** must be cleaned after use

Leave the form with cheques for payment, with The Galley Staff at Seaford Club House.

Booking Conditions,

Payment to be made in advance of the following charges:

Early evening timeslot £30. Late evening timeslot £100, Both £130.

Deposit to pay for cleaning or breakages, £60 (wholly, partly, or not refundable).

Provide the total amount in two cheques, rental & deposit, payable to NSSC, with card number on the back of the cheques.

Discuss with the Bar Manager use of bar and bar staff. Bar staff will need to be paid after 10pm. (£10 per hour cash)

Last Orders 11.0pm, guests to leave by 11.30pm, organisers, after clearing up, out by 12am.

Guests are expected to consume alcohol from the Club bar.

If special celebratory alcoholic beverages are brought in and consumed on the premises, corkage costs apply per bottle: £6 for spirits, £5 for Prosecco/ Champagne, £4 for wines

Treat the Club Facilities with respect during the course of the event. Please report any damage;

Return all glasses to the Bar and crockery/cutlery to The Galley.

Clear and clean up after event has finished. If not done either part or all of the deposit will be withheld.

The NSSC reserves the right to refuse the use of the club facilities/not refund deposit, without explanation.

Booking

Time required : early evening 1630 to 1930 Fee £30.00;
: late evening 1800 to 2300 Fee £100.00;
:Both 1630 to 2300 Fee £130.00;
Deposit Fee £60.00

Leave the form with cheques (payable to NSSC) for payment, with The Galley Staff at Seaford Club House.

Club Use

Club Member name.....Duties completed **YES/NO**

Signed.....Date.....

Club Member Details: Email..... Phone

Corkage pre booked _____ Corkage Paid _____

Payment received _____

Deposit received _____

Deposit returned _____