



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 contacting The Galley Business Development Manager, email galleynssc@nssc.org.uk or Tel: 01323 890077

Member _____ Phone number _____

Member's email _____

Date of Function _____ Day _____

Type of function _____

Expected numbers (**Max 80 guests**) _____

BAR: Guests are expected to consume alcohol from the club bar, member's prices will apply.

CATERING: All food consumed on the premises must be supplied & prepared by The Galley at a cost to be agreed by them. We do not allow our facilities to be used by outside caterers or for private use. Food can be supplied & tailored to your specific requirements and budget. Please contact the Galley Business Development Manager to discuss your requirements.

CAMPING: Are you planning on camping at the club overnight **YES/NO (Tent £5 per night)**

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). Please provide the total amount in two cheques, rental & deposit, payable to NSSC, with card number on the back of the cheques. An additional charge is required for bar staff after 10pm. (£10 per hour per member of staff)

Last Orders 11.00pm, guests to leave by 11.30pm, organisers, after clearing up, out by 12 0'clock midnight.

Please treat the Club facilities with respect during the course of the event. Please report any damage & clear and clean up after event has finished. If not done either part or all of the deposit may be withheld. The NSSC reserves the right to refuse the use of the club facilities/not refund deposit, without explanation.

Booking Time required (please tick):

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)	_____

Please 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

Payment received_____

Deposit received _____ Deposit returned _____