

**HYTHE & SALTWOOD SAILING CLUB**

Clubhouse Hiring Agreement for Private Use

£12.50 per hour

Name of Hirer: …………………………………………..............................................................

Address: ….............................................................................................................................

…............................................................................................................................................

Contact No: Home …......................................... Mobile ….................................................

Email: …..................................................................................................................................

Date(s) of hiring: ………………………… Time from: …................. to …................................

Set up time from: ….............................. to …....................................

Purpose of hire: …..................................................................................

Approximate number of persons attending: ………………………………………

Hire Cost Due @ £12.50 per hour: £…………………………………………

Do you require the bar to be open during the hire: Yes / No

1 member of bar staff @ £10 per hour: £…………………………………………

Hours required for bar staff: from: ….............................. to …....................................

TOTAL COST OF HIRE: £…………………………………………

I agree to pay £100 as a deposit bond in cash prior to the date of hire. The bond will be refunded if there is no damage or if no additional cleaning is required at the end of the hire period. I agree to abide by the annexed Clubhouse Terms & Conditions for Private Hire and to become a Temporary Member for the purposes of the booking, using the enclosed form, if I am not already a Full Member.

Dated ……………………………………………………….

Signed ………………………………………………………………………….. (Member/Hirer)

Signed ………………………………………………………………………….. (For HSSC)

Please retain your copy of this Agreement. Please complete and return this form to:

Hythe & Saltwood Sailing Club, c/o Suzi Coley

Top Flat, 2 Marine Parade, Hythe, Kent CT21 2AJ

Or email it to Suzi at social@hssc.net

**HYTHE & SALTWOOD TERMS AND CONDITIONS**

**FOR PRIVATE HIRE OF CLUBHOUSE PREMISES**

1. Private use of the Clubhouse is always granted at the discretion of the Committee. If the Clubhouse is required for club use, it may not be available for hire on the date required.
2. The Social Secretary reserves the right to cancel the booking at her sole discretion. In such a case, any deposits or charges made will be refunded in full, but the Social Secretary, the Committee or Officers of HSSC will not be responsible for any consequential loss.
3. No person under the age of 25 will be permitted to hire the club except at the discretion of the Committee. The club cannot be hired where there is a risk of under-age drinking, excessive drinking or insufficient adult supervision. The restriction applies to teenagers’ birthday parties e.g. 18th and 21st birthday parties. The restriction may be lifted for club members, where family will be supervising and the risk therefore managed appropriately. This will be at the discretion of the Committee and a larger bond may be asked for under these circumstances.
4. The Hirer must be a Full or Temporary member of the Club and be present at the function. Cost for Temporary membership of the club is £50. (Social members will only be able to hire the club by becoming a Temporary member at the reduced rate of £35)
5. All persons attending the function must be invited guests of the member hiring the Clubhouse or full Club members or Temporary members.
6. A guest book is provided and all non members of HSSC are required to “sign in”. This is the responsibility of the hirer.
7. Numbers in the building are limited to 100 at any one time.
8. Payment in full (including any temporary membership fees) is required 14 days before the hire date. In the event of the payment not being made at least 14 days prior to the date of hire, the booking may be cancelled by the Social Secretary without refund of any deposit paid.
9. Any set-up time must be included in the time of the booking. The hirer will have access to the Hall at the start time of the booking and no earlier.
10. The hirer is allowed ½ clear-up time at the end of the event, which will not be charged. Any clear up on a Sunday must be completed by 10am.
11. The licensing laws which affect the Club must be complied with.
12. Persons under the age of 18 cannot be sold alcohol.
13. The hirer must support the bar staff where a challenge has been made with respect to age or excessive drinking. The hirer will deal appropriately with any poor behaviour.
14. No drinks may be sold or supplied other than by the Club over the Club bar. Should you wish to supply your own wine for your event there will be a corkage charge of £5.00 per bottle.
15. The bar will close at 2300 hours.
16. Members hiring the Club are responsible for any damage caused. Hirers must leave the building, equipment and surroundings as they found them. Additional cleaning or repairs will be charged for at cost.
17. Additional cleaning, damage and repairs will be paid for by the £100 deposit bond with any balance refunded to the hirer upon completion of the works.
18. If further cleaning, damage or repairs are to be carried out as a result of the hirer’s negligence then the Committee reserve the right to charge the hirer such costs.
19. Any kitchen equipment used, including ovens, etc, has to be thoroughly cleaned and all crockery, etc washed up and put back in the cupboards by the end of the hire period.
20. The building must be left clear of food, catering equipment, decorations and any other items brought in for the purpose of hire.
21. Furniture and any equipment that has been moved must be put back as it was found i.e. returned to its original position.
22. Guests must treat the building and bar staff with respect and leave the building within 30 minutes of the agreed end time for the event.
23. No stiletto shoes are to be worn in the clubhouse due to wood flooring.
24. Aerosols containing any substance or other items (e.g. silly string) likely to damage the premises are not permitted.
25. The hirer must not make any financial gain from hiring the Club. Exception to this rule may be made for charitable events by prior agreement.
26. HSSC accepts no responsibility for damage to, or loss of, property of the hirer or of his guests or clients. All such property must be removed at the finish of the hiring.
27. The hirer must have read and agreed to adhere to the club’s Emergency Plan, Risk Assessments and Fire Policy.
28. *It is crucial that the responsible person understands their legal duties for the duration of the event or function.*



**HYTHE & SALTWOOD SAILING CLUB**

**TEMPORARY MEMBERSHIP REQUEST FORM**

I (name)………………………………………………………………………………………………..

Of (address)….........................................................................................................................

………………………………………………………………………………………………………….

………………………………………………………………………………………………………….

………………………………………………………………………………………………………….

do hereby request temporary membership of Hythe & Saltwood Sailing Club for the period

 (dates)………………………………………..to ……………………………………….

I agree to obtain the signatures of all non club members in the guest book provided on the said function date.

Date of function …..................................................................

Hosted by: ….....................................................................................................................

Dated …………………………………………………..

Signed ………………………………………………………………