

**HYTHE & SALTWOOD SAILING CLUB**

Clubhouse Hiring Agreement for Private Use by Club Member

£100 for up to 5 hours then £12.50 per hour thereafter

**(***Updated 01-01-2023)*

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

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

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

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

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

Date of hiring: ………………………… Time from: …................. to …................................

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

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

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

Hire Cost Due: £100

Extra hours @ £12.50 per hour:  +£……………………

Total Hire Cost Due: =£……………………

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

If you require the bar to be open, then please contact Grant at Loaf by the Sea to discuss bar staff. As the hirer you are directly responsible for the cost any bar staff required at the agreed rate with Loaf by the Sea

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 confirm I am an Individual, Family, Under 25 or Life Member of HSSC for the year in which I am hiring the club.

Dated ……………………………………………………….

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

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

Please retain your copy of this Agreement. Please complete and return this form to the Social Secretary at Hythe & Saltwood Sailing Club at [social@hssc.net](mailto:social@hssc.net)

**Payment to be made in advance of hire. Payments to be made via bacs to:**

**Hythe & Saltwood Sailing Club**

**Account Number 09217746 Sort Code 52-41-42**

**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.

1. 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.

1. 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.

1. The Hirer must be an Individual, Family, Under 25 of Life Member of the Club and be present at the function.

Social members will only be able to hire the club by upgrading their membership and becoming an Individual,

Family or Under 25 Member.

1. All persons attending the function must be invited guests of the member hiring the Clubhouse or full Club

members.

1. A guest book is provided and all non members of HSSC are required to “sign in”. This is the responsibility of

the hirer.

1. Numbers in the building are limited to 100 at any one time.
2. Payment in full (including any membership upgrade) 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.

1. Any set-up time must be included in the time of the booking. The hirer will have access to the club at the start

time of the booking and no earlier.

1. The hirer is allowed ½ clear-up time at the end of the event, which will not be charged.
2. The licensing laws which affect the Club must be complied with.
3. Persons under the age of 18 cannot be sold alcohol.
4. 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.

1. 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.

1. The bar will close at 2300 hours.
2. 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.

1. 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.

1. 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.

1. No food can be prepared on site, other than that provided by Loaf by the Sea as agreed directly between the

Hirer and Loaf by the Sea.

1. The building must be left clear of food, catering equipment, decorations and any other items brought in for the

purpose of hire.

1. Furniture and any equipment that has been moved must be put back as it was found i.e., returned to its original

position.

1. 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.

1. No stiletto shoes are to be worn in the clubhouse due to wood flooring.
2. Aerosols containing any substance or other items (e.g., silly string) likely to damage the premises are not

permitted.

1. 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.

1. 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.

1. The hirer must have read and agreed to adhere to the club’s Operation manual, Emergency Plan, Risk

Assessments and Fire Policy.

1. It is crucial that the responsible person understands their legal duties for the duration of the event or function.