

**HYTHE & SALTWOOD SAILING CLUB**

Clubhouse Hiring Agreement for Regular Use by Club Member

£12.50 per hour

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

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

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

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

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

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

Period of hire (dates): ………………………………………………

Time of hire 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

I require ……. bar staff @ £10 per hour each from (times): ….................... to ….........................

Bar Staff Ratios: Up to 15 guests - 1 bar staff / Up to 40 guests – 2 bar staff / 41+ guests - 3 bar staff

Total Bar Staff Cost Due: £…………………………………………

TOTAL COST OF HIRE (hire cost + bar staff cost): £…………………………………………

I agree to pay £100 as a deposit bond in cash prior to the first 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.

I agree to pay any ongoing regular hire charges at the beginning of the month in which the hire takes place. BACS payments to:

***Hythe & Saltwood Sailing Club Account Number 09217746 Sort Code 52-41-42***

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)

**HYTHE & SALTWOOD TERMS AND CONDITIONS**

**FOR PRIVATE HIRE OF CLUBHOUSE PREMISES FOR REGULAR USE**

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. Hire charges for regular bookings are payable at the beginning of the month during which the hire takes place.

If payment has not been made at the beginning of the month then the booking may be cancelled by the Social

Secretary without refund of any deposit paid.

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 80 at any one time.
2. 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.

1. 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.

1. The licensing laws which affect the Club must be complied with.
2. Persons under the age of 18 cannot be sold alcohol.
3. 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. It is recommended that you employ our cleaner at the time of making the booking which is £50 cost fee.
2. 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.

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 Policy, 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.