



## HYPHE & SALTWOOD SAILING CLUB

### Clubhouse Hiring Agreement for Private Use by Club Member

£110 for up to 5 hours then £15.00 per hour thereafter

*(Updated 07-02-2023)*

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:	£110
Extra hours @ £15.00 per hour:	+£.....
Total Hire Cost Due:	=£.....

Do you require the bar to be open during the hire: Yes / No  
(Please observe minimum spend rules in the terms below)

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 at the time of submitting this form and prior to the first date of hire. The bond will be refunded if there is no damage, no additional cleaning required and if the bar has been hired that the minimum spend has been met 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.
2. The Committee reserves the right to cancel the booking at their 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. 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.
5. For Private hire of the club no booking will be confirmed until the fee and deposit are received.
6. The Hirer must be an Individual, Family, Under 25 or Life Member of the Club with continuous membership of at least 1 year and **MUST** be present at the function, if the member is not present then the event cannot take place. Social members will only be able to hire the club by upgrading their membership and becoming an Individual, Family or Under 25 Member.
7. All persons attending the function must be invited guests of the member hiring the Clubhouse or full Club members.
8. Numbers in the building are limited to 80 at any one time.
9. For hire of the club where physical activities are taking place (such as yoga or Pilates), the hirer shall hold adequate and appropriate insurance for the activity.
10. 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.
11. The hirer is allowed half an hour 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.
12. There is a minimum spend of £250 behind the bar for it to be opened. Any event where the spend behind the bar is under the £250 threshold will have the difference between the actual spend and the threshold deducted from the deposit bond.
13. The licensing laws which affect the Club must be complied with.
14. Persons under the age of 18 cannot be sold alcohol.
15. The hirer must support the bar staff where a challenge has been made with respect to age, excessive Drinking or closing times. The hirer will deal appropriately with any poor behavior.
16. No drinks may be sold or supplied other than by the Club over the Club bar.
17. The bar will close at or before 2300 hours.
18. 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.
19. 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.
20. 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.
21. It is recommended that you employ our cleaner at the time of making the booking which is £50 cost fee.
22. 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.
23. The building must be left clear of food, catering equipment, decorations and any other items brought in for the purpose of hire.
24. Furniture and any equipment that has been moved must be put back as it was found i.e. returned to its original position.
25. 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.
26. No stiletto shoes are to be worn in the clubhouse due to wood flooring.
27. Aerosols containing any substance or other items (e.g. silly string) likely to damage the premises are not permitted.
28. 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.
29. The hirer must have read and agreed to adhere to the club's Operation Policy, Emergency Plan, Risk Assessments and Fire Policy.
30. It is crucial that the responsible person understands their legal duties for the duration of the event or function.