



Bognor Regis Sailing Club, Bognor Regis, PO21 2NA

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## **Function Booking Form**

We are pleased that you have chosen to hire BRSC as a venue for your party / event (for wedding bookings please use the *Wedding Booking Form*). We hope that you will be happy with your choice and we will do our utmost to ensure your event runs as smoothly as possible.

To secure your booking request we require the refundable deposit of £150 with the return of this form. The hire fee must be received at least a minimum of a month before your event. **We cannot secure your booking without the deposit.**

The fee charged covers:

- Use of the club, up to 2 bar staff (for up to 65 guests) and security.
- A temporary membership that is valid for the date of the booking (applicable to non-members).
- General cleaning after the party that is within our normal level of cleaning required.

We hope you don't have to cancel, but if you do, our cancellation policy is that any cancellations must be made a minimum of a month prior to the hire date. The deposit can be returned if within this time frame, less an administration fee of £25. Any cancellation after this time will not qualify for any deposit refund.

**PLEASE PROVIDE A LIST OF GUESTS INCLUDING NAME, HOUSE NO. & POSTCODE, A MINIMUM OF 2 WEEKS BEFORE THE HIRE DATE OR YOUR BOOKING MAY BE JEAPORDISED.**

<b>Member Fee: £25</b> <i>(party must be directly for this member)</i>	Full Name:	Membership No:
<b>Non-Member Fee: £150</b> <i>(including a relative of a member)</i>	Full Name and Address (of the person making the booking):	Phone No:  Email:

N.B. The person placing the booking must be aged 21 or over. In addition to this, as per the club rules, any young people aged 17 or under must have a nominated responsible adult present with them at all times whilst on club premises.

If you have been a member for less than 6 months at the time of booking, you will be charged a non-members price and we expect your membership fee for the year to be paid in full.

**Payment details**

Bank: BRYC, A/c No. 96131101, Sort Code 60-03-08.

Cheques: Please make payable to **BRYC**.





### Function Details

Date of Booking:		Please circle the session you require 12 – 6pm or 7 – 12am <i>(you will need to vacate the club by the finish time selected)</i>	
Type of Party: <i>Eg. Anniversary / birthday (&amp; age) / engagement / baby shower</i>			
Start time:	Finish Time:	If possible, is an extension required? <i>(Fee applies)</i> Yes / No	
Approximate no. of guests: <i>(Please complete and return the guest list within the specified time)</i>			
Will you need extra time for preparation?  <i>(We will try our best to accommodate this but it is dependent on sailing)</i>	Yes No <input type="checkbox"/> <input type="checkbox"/>	Please give details	
Will you be bringing Food?	Yes No <input type="checkbox"/> <input type="checkbox"/>	Please give details	
If available, will you be using The Whe Hey Café for catering?	Yes No <input type="checkbox"/> <input type="checkbox"/>		
Will you be booking a Band or Disco?	Yes No <input type="checkbox"/> <input type="checkbox"/>	Please give details	

### For your information

BRSC follow a zero-tolerance policy on drugs. Any person on club premises found to be in possession of anything believed to be an illegal substance will be asked to leave the Club premises immediately. The Police will be informed and they will have a lifetime ban.

If the person is a Club member, their membership will be suspended until the next General Committee meeting and the correct procedure will be followed. There is the possibility of their membership being revoked without refund and a lifetime ban implemented.

**For Office Use Only: Name of Host.....**

**Date of Event .....**





### Terms and conditions associated with the hire of BRSC

- The Bar closes at 11pm and the club must be cleared and tidied by 12am (unless a previously agreed and paid for extension has been put in place).
- If the number of guests is above 65 there will be an additional cost added for extra bar staff (@ £35 per member of staff).
- If we are advised that additional Official Doormen are needed due to numbers the Club will hire them and this charge will be met by the party host. This will need to be met by the host a minimum of 2 weeks before the party date, or the booking is jeopardised.
- We are licensed to hold 100 people inside the club, if the number of guests is above this, a marquee is needed by licensing law and the responsibility of hiring and paying for it falls upon the host booking the event.
- Only alcohol purchased from the bar may be consumed in the club.
- Young adults must have photo ID.
- Our BRSC members will be welcomed in to the club during private functions.
- Any persons behaving inappropriately will be asked to leave.
- You are expected to leave the premises in an acceptable and clean condition, with rubbish and decorations removed within the time agreed. We will provide general cleaning after the party that is within our normal level of cleaning required, anything above this will result in a loss of your deposit to cover the cost.
- If the conditions expected by the club are met, the deposit will be returned within 7 days of your booking (please see page 1 for cancellation and administration fee information).

Please sign and date this form to say that you agree with the club's terms and conditions.

Signature..... Date.....

#### For Office Use only

Name of host:			Date of event:		
Have the Committee agreed? Yes No <input type="checkbox"/> <input type="checkbox"/>			Has additional doormen fee been paid? Yes No N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Has deposit been received? Yes No <input type="checkbox"/> <input type="checkbox"/>			Has hire fee been received? Yes No <input type="checkbox"/> <input type="checkbox"/>		
Cash	Cheque	Card	Cash	Cheque	Card
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has extension fee been received? Yes No <input type="checkbox"/> <input type="checkbox"/>			Has additional staff fee been received? Yes / No <input type="checkbox"/> <input type="checkbox"/>		
Total fees due:			Commodore / Vice Commodore		
Social Secretary		Honorary Secretary		Bar Manager / Staff	

