



Hamble River Sailing Club
 The Ferry Hard, Hamble, Southampton, SO31 4JB
 Tel: 023 8045 2070 Fax: 023 8045 6201

Email: admin@hrsc.org.uk

Website: www.hrsc.org.uk

APPLICATION FOR THE USE OF CLUBHOUSE FACILITIES

1. The clubhouse can be hired by members for private events. Members must provide a full guest list of any non-members attending the event, please complete the reverse side of this form.
2. If alcohol is required the club bar and bar staff **must be used** due to HRSC Licence's. The bar will close at 23:30 hrs . The staff will leave by midnight, unless an extension is obtained from HRSC for Thursday, Friday or Saturday evenings only until 01:00, staff will leave by 01:30 @£50 per request.
3. If external catering is used the caterers **must** submit a current copy of their **Public Liabilities Insurance** and any **H&S food certifications**. It is the member's responsibility to gather these documentations and provide a copy to HRSC. Members must sign this form accepting full liability for their chosen external caterer.
4. The club reserves the right to cancel a private booking in the unlikely event the club premises are unfit for use.
5. The clubhouse and kitchen **must be left in a clean and tidy state**, a cleaner can be booked if required at the members expense – please indicate below. If it is a late party, the clear up can be done the next morning, provided there are no other events being held at the clubhouse.

Name of organisation/applicant.....

Address..... Post Code.....

Tel No..... E-mail.....

HRSC Member? Tick where applicable. Yes No

Member's name..... **Description of event**.....

| | | |
|-------------------------------|--|--------------------------|
| Approx. number attending..... | Please note: Max 80 due to Club Licence | |
| Date of event | Start time | Finish time |
| Kitchen Hire | Start time | Finish time |

Facilities required:

| | | |
|----------------------|--|---|
| Temporary Membership | £1.00 per head per event (non-members fee) | £ |
| Club room | £10.00 per hour. Minimum £30 | £ |
| Bar | £15.00 per hour. Minimum £45 (add £30 if extension required) | £ |
| Kitchen Hire | £15.00 per hour 1 st four hours, thereafter £5hr (must be cleaned & disinfected after use) | £ |
| BBQ | £10.00 per session (must be clean after use) | £ |
| Cleaner (optional) | £20.00 | £ |

Total Amount Due £ 0

Do you require catering for this event? Yes No

HRSC can plan your menu as per your budget – please contact RCH for a quote and menu plans.

On confirmation of booking a refundable damage deposit of £50.00 will be required.

Full Payment of account will be required before event.

If external caters used: I(we) the undersigned accept full responsibility that our caterers employed for this event hold current Public liabilities insurance/H&S certificates as stated in point 3 of this document. Please sign, date and return to the club office.

Member's Signature..... Date.....

Note: All club bookings will be reviewed/checked by Rear Commodore House and approved by the General Committee, you will receive confirmation of the booking following approval.

Guest List for Event
Please provide details of all guests attending HRSC
Required by Club Lease and Licences

| | Guest Name: | Address: |
|----|-------------|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| 22 | | |
| 23 | | |
| 24 | | |
| 25 | | |
| 26 | | |
| 27 | | |
| 28 | | |
| 29 | | |
| 30 | | |
| 31 | | |
| 32 | | |
| 33 | | |
| 34 | | |
| 35 | | |
| 36 | | |
| 37 | | |
| 37 | | |
| 39 | | |
| 40 | | |

Please continue on separate sheet if required and attached to this form thank you.

THE CLUB FOLLOWS A NO SMOKING POLICY.

DOGS ARE NOT ALLOWED INTO THE CLUBHOUSE WHEN FOOD IS BEING SERVED AND MUST BE KEPT ON LEADS AT ALL TIMES.

For RCH - Office use:

| | | | | | |
|------------------------------------|--------|----|---------------------|--|-------------------|
| Booking Received in Office | | | Date: | | |
| Reviewed/Checked RCH | | | Rejected RCH | | Agreed RCH |
| H&S Certificates Seen | Yes | No | Date: | | Date: |
| PL Insurance Attached | Yes | No | Date: | | Date: |
| Guest list provided | Yes | No | Init. | | Init. |
| Correct Charges applied | Yes | No | Init. | | Init. |
| General Committee: Approved | | | Date: | | Init. |
| Office Use: | | | | | |
| Damage Deposit £50 | Yes | No | Cheque No: | | Sheet No: |
| Event Total Paid | £..... | | Date: | | |

