



Rules of Use of Club Facilities for Members' Private Functions.

The control and administration of booking the Upper Lounge and Lawn area of the Club is the responsibility of the Social Secretary. In addition to reserving the required date and time on the web site, the booking form needs to be completed with as much notice as possible and returned to the name and address at the bottom of the form. The booking will be considered to be firm when the club is in receipt of the completed booking form and a cheque for the full amount and confirmation has been sent to the applicant. **This should be at least one month before the event.**

Failure to comply with these rules may result in the booking not being accepted or retrospective charges being applied.

The following conditions apply:

1. Only PSC Full Members may book a private function. The person making the booking must attend the function and be responsible for the conduct of the event and for safeguarding the facilities of the club. Fees are based on an evening function commencing at 19:00 hours and concluding at 23:00 or midnight (with bar extension). **Access to the bar before 19:00 will be charged at a rate of £20 per hour or part thereof.**
2. The lower bar shall remain open to other members to use during private functions in accordance with PSC Club Rule 11(c).
3. Bookings will only be accepted for the use of the bar facilities during legal opening hours. The provisions of the relevant licensing legislation will be strictly adhered to (particularly in respect of drink-up times and consumption of alcohol by minors) and it will be the responsibility of the person booking the event to ensure compliance in conjunction with the bar staff. **Only drinks purchased over the bar may be consumed on the club premises. Events with over 40 people will be allocated 2 bar staff.**
4. Rearrangement of the furniture to its original position on completion of the event is the responsibility of the person booking the event. The bar staff should not be unduly delayed from leaving and locking up the club after the conclusion of the event. If the reorganisation of furniture and clearing up of any entertainment equipment by the event organiser can not be completed in reasonable time on the night, the event organiser must make arrangements to complete the task the following morning. If one bar staff is on duty the organiser or nominated other person will need to remain with the bar staff until he/she is ready to leave.
5. Use of the club dance floor is available at no additional cost. The person making the booking is responsible for assembly and stowage of the dance floor after the event and should make arrangements with the Social Committee for access to the dance floor in good time before commencement of the event. **The dance floor must be removed and stowed away in the correct stowage prior to the club next opening for business.**
6. Cleaning will be undertaken by the club cleaner - a levy for which is included in the booking fee.
7. A guest list will be provided by the member booking prior to the event to comply with the Club's policy of signing in guests. **The number of guests is limited to a maximum of 100.**
8. The Club catering franchisee must be given first option to provide food, otherwise the member may organise his/her own. Menus, or possible use of the galley facilities, must be arranged with the franchisee direct.
9. When requested early access may be granted providing it does not interfere with normal club activity or an earlier booking.

Portchester Sailing Club

Member's Name:

Address:

Telephone: Mobile:

Date Required:

Type of Function:

Number of Guests: **(Max 100)**

Event Start Time:

Early Access Time for preparation (if different):

Food Arrangements:

Entertainment:

I have read and agree to abide by the rules governing the bookings of members' private functions and to pay any retrospective charges arising from their disregard.

Signed..... Date.....

I enclose a cheque for the following, payable to Portchester Sailing Club
(please indicate):

- 1. One Bar Staff (no bar extension – 19:00 to 23:00) - £130**
- 2. One Bar Staff (with bar extension – 19:00 to 00:00) - £140**
- 3. Two Bar Staff (40+ guests, no bar extension – 19:00 to 23:00) - £170**
- 4. Two Bar Staff (40+ guests, with bar extension – 19:00 to 00:00) - £190**

All costs inclusive of VAT.

Completed forms should be forwarded to:

Linda Reed.

17 Castle View Rd, Portchester

Fareham, Hants PO16 9LA or emailed to linda@ellesmere.swiftserve.net

For office use only:

Copies to Treasurer, Bar Secretary, Bar Manager, Chef, Cleaner, and Private Functions File.

V5.0 3rd April 2013