



Carrickfergus Sailing Club Ltd

Member/Associate Booking Application Form 2022

Applications for Training or Social events can only be accepted from Members and Associates of Carrickfergus Sailing Club whose membership has been ratified for at least 6 weeks.

In addition to Note 1 below, applications from Junior Associates should be accompanied by a letter from their parent or guardian, who must also attend the event.

All applicants must complete this form.

- **Members applying are reminded that they are responsible for the conduct and actions of their guests, including any damage caused; they must be present for the whole of the event.**
- **Members applying must ensure that all guests sign in using the visitor's book.**
- **The Secretary should be made aware before the event of any persons under 18 years of age attending.**
- **Full payment is required with booking form at least 7 working days prior to the date of the event.**
- **Late licence applications must be made at least 28 days in advance**

Name:		Membership No:	Category:
Address:		Contact Telephone No: _____ Email: _____	
Day/Date of event:		Time of Event:	From: To:
Description of Event:		Type of Music /Entertainment (If applicable)	
Late Licence Required:	Yes/No	Numbers attending:	
<u>Rooms required: -</u>		<u>Please tick relevant box: -</u>	
<u>Hire Rate: -</u>			
Function Room	Capacity 45 persons	<input type="checkbox"/>	£50 for up to 3hrs. + £15/extra hr
Centre Room	Capacity 30 persons	<input type="checkbox"/>	£35 for up to 3hrs. + £10/extra hr
<u>Function room/centre room Capacity 75 persons</u>		<input type="checkbox"/>	<u>£75 for up to 3hrs. + £25/extra hr</u>
Bar Service outside normal opening hours		<input type="checkbox"/>	£12/per hour
Ground floor rooms			
Alcorn training room 1		O £30 per day / £ 15 per half day/per room	
Seminar training room 2		O £30 per day/ £ 15 per half day/per room	
Changing Rooms 1, 2 or 3		O £30 per day /£15 per half day/ per room	
<u>Catering Requirements – Please indicate</u>		<u>Equipment Required – please indicate*</u>	
<input type="checkbox"/> Buffet Standing		<input type="checkbox"/> PA System (upstairs only)	
<input type="checkbox"/> Buffet Seated		<input type="checkbox"/> Projector/screen (upstairs only)	
<input type="checkbox"/> Full Meal Seated		<input type="checkbox"/> White Board / Flip chart	
<input type="checkbox"/> Bar-B-Que		Number of Chairs required: _____ Approx.	
<input type="checkbox"/> Morning Coffee		Number of Tables required: _____ Approx.	
<input type="checkbox"/> Afternoon Tea		Other: _____	

Note * A £100 refundable damage deposit may be required in addition to room hire payment.

This does not absolve the hirer from paying full replacement value of any equipment, furniture, fixtures, or fittings which, in the view of the Management Committee, have been lost, removed, or damaged beyond normal use.

Note 1. Associate Members Only:

Please nominate a Full Member of the Club who will be present for the entirety of the event.

Name _____ Membership No _____ Category _____

Signature of Full Member _____ Mobile Tel No: _____

Continued over

Applicant's Declaration:

I have read and agree to abide by the conditions herein and enclose £ _____ as full payment.

Signature of Applicant: _____ Date _____

Completion of this form is not confirmation of a booking. Your application will be given full consideration by the Management Committee. If approved, you will be advised at the earliest opportunity.

Committee Use Only

Name of Applicant: _____ Date of Event _____

Application Accepted YES/NO Date: _____ Cover Charge _____ Cheque / Cash / Card

Day/Date	Bar Service	Function Room	Centre Room	Alcorn training room 1	Seminar training room 2	Changing Room 1	Changing Room 2
Time							
Type of Function	Training () Social ()			Under 18's	No/Yes		
Food Required				Late Licence	No/Yes Date Applied:		
Entertainment	No Yes			Date Passed			
Date Invoiced				Actioned by			

Rooms requested: -

- Function Room (45 persons)
- Centre Room (30 persons)
- Function room + Centre room (75 persons)
- Exclusive Bar Service
- Ground floor training rooms 1 or 2
- Changing Rooms 1 or 2

Equipment Requested:

- PA System £
- Data Projector & Screen £
- White Board / Flip chart

Instruction & Handover

Instruction & Handover

Number of Chairs: _____

Number of Tables: _____

Other: _____

Management note:

Certain charges may be waived only at the discretion of the Management Committee