



Carrickfergus Sailing Club Ltd

NON-MEMBER ORGANISATION - Booking Application Form 2022

Outside Organisation Application for Training and Non - Social events

All applicants must complete and submit this form at least 14 days before the event.

- Those applying are reminded that they are responsible for the conduct and actions of their participants including any damage caused; they must be present for the whole of the event.
- 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 14 working days prior to the date of the event.
- Payment can be made by bank transfer upon request of CSC account details.

Name of Organisation	Contact Name:	
Address:	Contact Telephone No:	
	Email:	
Day/Date of event:	Time of Event:	From: To:
Description of Event:		
This form is for Non Social events eg training, seminar, presentation	Numbers attending:	
Upper Floor Rooms required: -		
Function Room Capacity 45 persons	<input type="checkbox"/>	£90 for up to 4 hrs. + £20/extra hr
Centre Room Capacity 30 persons	<input type="checkbox"/>	£50 for up to 4 hrs. + £15/extra hr
Function room/centre room Capacity 75 persons	<input type="checkbox"/>	£120 for up to 4hrs. + £30/extra hr
Bar Service outside normal opening hours	<input type="checkbox"/>	£12/per hour
Ground floor rooms		
Alcorn training room 1	<input type="radio"/>	£50 per day / £30 per half day/per room
Seminar training room 2	<input type="radio"/>	£50 per day/ £30 per half day/per room
Changing Rooms 1, 2 or 3	<input type="radio"/>	£50 per day /£30 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"/> Other _____	
<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.

Member of Club who will liaise with the event organisers

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

Name _____ Membership No _____ Telephone _____

APPLICANTS PLEASE COMPLETE DECLARATION ON REAR OF THIS PAGE

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.

Applications must be received at least 14 days before the event (funerals excepted).

Your application will be given full consideration by the Club Management Committee.

If approved, you will be advised at the earliest opportunity.

If not your payment will be returned asap.

<p>Committee Use Only</p> <p>Name of Applicant: _____ Date of Event _____</p> <p>Application Accepted YES/NO Date: _____ Cover Charge _____ Cheque / Cash / Card</p>													
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 (X)			Under 18's	No/Yes								
Food Required	At present the Club has no caterer on the premises			Late Licence	No								
Entertainment	No this application is for training event only			Date Passed									
Date Invoiced				Actioned by									
<p><u>Rooms requested: -</u></p> <p><input type="checkbox"/> Function Room (45 persons)</p> <p><input type="checkbox"/> Centre Room (30 persons)</p> <p><input type="checkbox"/> Function room + Centre room (75 persons)</p> <p><input type="checkbox"/> Exclusive Bar Service (only for social events)</p> <p><input type="checkbox"/> Ground floor Alcorn training rooms 1 Ground floor Seminar training room 2</p> <p><input type="checkbox"/> Changing Rooms 1 or 2</p> <p><u>Equipment Requested:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><input type="checkbox"/> PA System</td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 60%; border: 1px solid black; padding: 2px;">Instruction & Handover</td> </tr> <tr> <td><input type="checkbox"/> Data Projector & Screen</td> <td style="text-align: right;">£</td> <td style="border: 1px solid black; padding: 2px;">Instruction & Handover</td> </tr> </table> <p>Number of Chairs: _____</p> <p>Number of Tables: _____</p> <p>Other: _____</p>								<input type="checkbox"/> PA System	£	Instruction & Handover	<input type="checkbox"/> Data Projector & Screen	£	Instruction & Handover
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