



Carrickfergus Sailing Club Ltd

Member Booking Application Form

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

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		Mem No.		Category	
Address		Tel. No.			
		Email			
Date of Event		Time of Event.		From	To
Type of Event		Entertainment (Where Applicable)			
Later Licence Required		Yes/No		Numbers Attending	
First Floor Rooms Required		Capacity		Click or Tick Box	
Function Room		45 People		<input type="checkbox"/>	
Centre Room		30 People		<input type="checkbox"/>	
Both Function and Centre Rooms		75 People		<input type="checkbox"/>	
Bar Service Outside Normal Hours		£15 per hour		Yes/No	
Ground Floor Rooms Required					
Alcorn Room 1		£30 per day/per room		<input type="checkbox"/>	Full <input type="checkbox"/>
Seminar Room 2				<input type="checkbox"/>	Half Day <input type="checkbox"/>
Changing Rooms 1, 2 or 3		£15 per half day/per room		<input type="checkbox"/>	Day <input type="checkbox"/>
Catering Requirements – Please Indicate Below		Equipment Requirements – Please Indicate Below			
<input type="checkbox"/> Buffet Standing <input type="checkbox"/> Buffet Seated <input type="checkbox"/> Full Meal Seated <input type="checkbox"/> Barbecue <input type="checkbox"/> Morning Coffee <input type="checkbox"/> Afternoon Tea		<input type="checkbox"/> PA System <input type="checkbox"/> Projector and Screen – (Upstairs Only) <input type="checkbox"/> Smart TV – (Alcorn Room Only) Number of Chairs Required - Number of Tables Required - Any Other Requirement? -			

Notes:

- **No candles or other naked flames are to be used on the premises at any time.**
- 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.
- **A £50 refundable deposit will be required to cover cleaning of the kitchen, if necessary.**
- **A £25 fee will be required to cover the cost of gas and electricity in the kitchen if used.**

I agree to abide by the conditions herein and enclose full payment of			£		
Signature		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		Conflict with other Applications	Yes/No
Application Accepted	Yes/No	Date of Decision		Cover Charge £	Paid Yes/No		
	Bar Service	Function Room	Centre Room	Alcorn Room 1	Seminar Room 2	Changing Room 1	Changing Room 2
Time Required							
Type of Function	Training <input type="checkbox"/>		Social <input type="checkbox"/>		Adults Only	Yes/No	Under 18's
Food Required	Yes/No			Late Licence	Yes/No	Date Applied	
Entertainment	Yes/No	Type				Date Passed	
Date Invoiced				Action By			
Rooms Requested				Additional Information			
<input type="checkbox"/> Function Room (45 Persons) <input type="checkbox"/> Centre Room (30 Persons) <input type="checkbox"/> Function Room and Centre Room (75 Persons) <input type="checkbox"/> Exclusive Bar Service <input type="checkbox"/> Ground Floor Training Rooms 1 and/or 2 <input type="checkbox"/> Changing Rooms 1 and/or 2							
Equipment Requested		Cost		Additional Information			
<input type="checkbox"/> PA System		£		Instructions			
<input type="checkbox"/> Data Projector and Screen		£		Instructions			
<input type="checkbox"/> Smart TV (Alcorn Room Only)		£		Instructions			
<input type="checkbox"/> White Board							
Number of Chairs Requested							
Number of Tables Requested							
Any Other Requests							

Note:

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