



# Carrickfergus Sailing Club Ltd

## Non-Member Booking Application Form

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.
- Late licence applications must be made at least 28 days in advance

Name of Organisation/Group		Contact Name				
Address		Tel. No.				
		Email				
Day and Date of Event		Time of Event.	From		To	
Type of Event	<input type="checkbox"/> Training	<input type="checkbox"/> Non-Social	<input type="checkbox"/> Social	Specific Description		
Later Licence Required	Yes/No		Numbers Attending			
First Floor Rooms Required	Capacity	Click or Tick Box		Rates Per Room		
Function Room	45 People	<input type="checkbox"/>		£90 for up to 4hrs. + £20/extra hour		
Centre Room	30 People	<input type="checkbox"/>		£50 for up to 4hrs. + £15/extra hour		
Both Function and Centre Rooms	75 People	<input type="checkbox"/>		£120 for up to 4hrs. + £30/extra hour		
Bar Service Outside Normal Hours	£15/ per hour			Yes/No		
Ground Floor Rooms Required						
Alcorn Room 1	£50 per day / £30 per half day/per room		Full	<input type="checkbox"/>	Half	<input type="checkbox"/>
Seminar Room 2	£50 per day / £30 per half day/per room		Day	<input type="checkbox"/>	Day	<input type="checkbox"/>
Changing Rooms 1, 2 or 3	£50 per day / £30 per half day/per room			<input type="checkbox"/>		<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? -			
<b>Member of CSC who will act as liaison with event organisers (Member should be present for entirety of event).</b>						
Name			Mem. No.			Tel.

**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.**

**APPLICANTS PLEASE COMPLETE DECLARATION ON NEXT PAGE,**

Continue Over

I have read and agree to abide by the conditions herein and enclose full payment of		£	
Signature of Applicant		Date	

Completion of this form is not a 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.

**Committee Use Only**

Name of Applicant				Date of Event			Conflict with other Applications/Events	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"/>	Non-Social <input type="checkbox"/>	Social <input type="checkbox"/>	Adults Only	Yes/No	Under 18's	Yes/No	
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.