

August 1, 2021

## **Guidelines for the hire of the Castle Cove Sailing Club by members**

**The clubhouse is a good venue to hire with the addition of the balcony. The General Committee want members to enjoy themselves but to be clear about their responsibility in hiring the club.**

**These guidelines answer the frequently asked questions that members sometimes ask when hiring the facilities. They are an aid to members in making a decision about hiring the club and are an addition to the handbook byelaws B18**

### **Who can hire the club?**

Full ordinary members only who are 24 and above and can provide the payment required. A **maximum** of 120 people can use the club at an event. The club member hiring the facilities is known as the **organiser** and is the named person for that event they should be at the event all the time and will be responsible for the supervision and conduct of all those taking part. They will be responsible for the management of any incident, emergency and security of the premises.

The organiser will be responsible for any costs incurred during their event including any damage to club property as per Byelaw section B18

### **When can you hire the club?**

Weekdays and Friday evenings /Saturday in the autumn after the main sailing period approx. October 1<sup>st</sup> onwards until 31<sup>st</sup> March. Requests for dates outside this period will be considered on a case-by-case basis. Any requests/bookings will be through the Hon Secretary. Club events will always take priority. The Club through the General Committee reserves the right to limit and define the extent of the facilities used.

Applications for social events should be made in writing or email to the Hon Secretary at least 6 weeks in advance of the event.

Please note there will always be some members on site please be polite, they will mostly stay out of the way.

### **What can you hire and how much does it cost (this may change annually)**

Either all or a combination of the following

|                     |   |
|---------------------|---|
| Bar                 | £20 per hour (includes a paid bar person) |
| Clubroom; Kitchen   | £185 per day (£100 a half day)            |
| Balcony and garden. |   |
| Training Room       | £50.00 per day or part thereof.           |

### **Invoiced and paid to the club 6 weeks before the event.**

Any damage to club property will be charged to the organiser as set out in B18 By Laws

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### Bar

The bar must be staffed by a paid member of staff, which the club will arrange given sufficient notice; no alcohol can be brought into the club for use at a social event. The club can arrange wines through our suppliers via the Bar Steward if required.

### Kitchen

On arriving in the kitchen please record the fridge temperature in the book provided and again just before you leave.

Before leaving – please check the following: The bins have been emptied (to bin outside at bottom of steps), the floors have been swept and mopped, all surfaces cleaned and the dishwasher emptied and left open.

Please follow all instructions and guidelines set out in the kitchen if you are unsure of anything please contact Grace Martin for advice.

### Cleaning

A charge of £25 for cleaning the premises by the clubs cleaners will be made if the club is not returned to its normal clean state in time for the next club activity i.e. Saturday evening requires the club to be clean in time for Sunday Morning sailing. This can be arranged via the club and the cleaners Extreme Clean if that is the member's preference

### Fire Emergency Guidance:

Please ensure you are familiar with the Fire Instructions and equipment set out on page 31 of the 2021 handbook please ensure as organiser of the event your guests are aware of the exits

**This should be signed and RETURNED to the Hon Secretary for confirmation of the booking BEFORE the event.**

I am hiring the:

Half Day

Whole Day

Training Room

☐☐

Bar

☐☐

Clubhouse

☐☐

Balcony and garden

I ..... (Organiser) understand and will comply with the guidelines set out here and in the handbook Section B18 and the Fire emergency guidance on page 31 of the CCSC Handbook. I accept responsibility as organiser of the event being held on the ..... (Date).