

**CARGREEN YACHT CLUB LTD; CLUBHOUSE HIRE; BOOKING FORM (Nov 17)**

To make a booking; contact the bookings manager; Jill Trew; [jillftrew@yahoo.co.uk](mailto:jillftrew@yahoo.co.uk); 01579 386939; 18 Menabilly Close, Callington, PL17 7TJ, to check availability and obtain a form.

The booking is not confirmed until the hirer receives a copy of the form signed by the bookings manager. Payment must be received at least 14 days before the date of the event.

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**BOOKING FORM; please complete and return to the Bookings Manager.**

I wish to hire CYC Clubhouse as detailed below, I agree to the rules of hire as set out overleaf, I agree to pay for breakages or losses that occur during the period of hire or that are a result of our actions. I agree to ensure that music volume is not a nuisance to the club's neighbours. I agree to ensure that the club house is left locked and secure when we leave the building.

DATE of HIRE ..... TIME from ..... to .....

PURPOSE of HIRE and DISCRPTION of the EVENT .....

NUMBER of PERSONS EXPECTED to ATTEND .....

Please circle your requirements;

GROUND FLOOR, fees; up to 5 hours, £40; over 5 hours £50

UPPER FLOOR, fees; up to 5 hours £20; over 5 hours £35

BOTH FLOORS, fees; up to 5 hours £50; over 5 hours £60

USE of the BAR; fees; using own approved staff, £10; using CYC supplied staff, £30

CORKAGE per BOTTLE usually £2.00, (see 5.1 overleaf)

USE of MARQUEE (including erecting and dismantling) fee; £40

USE of BARBEQUE, fees; inc. fuel, £20; with CYC operator £40.

TIME of BAR OPENING; from ..... to ..... (see licensing conditions overleaf)

NAME of HIRER ..... EMAIL ADDRESS .....

ADDRESS of HIRER .....

POST CODE .....PHONE NO.....CYC Mem. No. ....

SIGNATURE of HIRER ..... DATE .....

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The booking as detailed above is confirmed, total fees payable; £ .....  
Cargreen Yacht Club; Bookings Manager;-

Name ..... Signature ..... Date .....

Please pay by BAC sort code; 40-27-04, account number; 61293095 giving the reference 'Booking' and the date of hire.

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**CARGREEN YACHT CLUB LTD; CONDIDIONS OF HIRE OF THE CLUBHOUSE;  
INFORMATION and RULES**

The building is a clubhouse, members are entitled to use the toilet and shower facilities at any time.

Disabled access; the ground floor of the club is accessible for wheel chair users, there is no lift to the first floor.

All bookings must be approved by the CYC Committee and Bar Manager (if the bar is to be used). Members must have 30 days notice of a private booking.

**General Rules of Hire**

**1.** The Club may only be hired by a club member, the Hirer must be over 18 years of age, the Hirer must be present for the whole time of the function and is responsible for the conduct of their guests. For hire by an organisation the person making the booking must be a club member.

**2.** In the event that the premises or any part of it relevant to the hiring agreement is unfit for the use for which it has been hired, the Club shall not be liable to the Hirer for any resulting loss or damage whatsoever.

**3.** The Hirer is responsible for food safety and preparation control at the event.

**4. Insurance:** the Club will not accept any responsibility for the safety, damage or loss of property or of vehicles owned by the hirer and guests, or for activities organised by the Hirer. The Hirer should arrange their own insurance cover where necessary.

**5. Licensing and Provision of Bar facilities by the Club;** the Hirer may request the provision of bar facilities by the Club, these can only be provided at the discretion of the Bar Manager.

**5.1** If the Hirer provides their own alcoholic and non alcoholic drinks there will be a charge of £2.00 per bottle, the bookings manager has the discretion of waver for this.

**5.2.** If the Club provides bar facilities under its licence, guests who are not Club members must be signed in by a Club member (7 guests per member per day). The club's licensing hours are 11.00 – 23.00 Monday to Saturday; 12.00 – 22.30 Sunday,

**5.3.**

If alcohol is to be sold on the premises; to people who are not club members or their guests, or; outside the hours of the club's licence, or; the Hirer provides their own alcoholic drinks then the Hirer should obtain a 'Temporary Events Notice', this must be made available to the Bar Manager and/or Booking Manager if required.

**6. Cleaning;** a deposit for possible cleaning costs of £30, by separate returnable cheque is required for all bookings. Hirer's are responsible for leaving rooms, toilets, the kitchen, the crockery cutlery and utensils and entrance hall clean and tidy, this is a condition of the return of the cheque. Please report all breakages.

**7. Health and Safety and Fire Regulations;** The Hirer is required to follow standard Health and Safety and Fire regulations. In their own interests Hirer's should prepare a risk assessment for their event and see that it is monitored. (See Fire Safety Notes below).

**8. Dogs;** the Hirer shall ensure that no dogs except assistance dogs are brought into the Clubhouse.

**9. First Aid;** First Aid equipment is kept in the upper corner cupboard in the main room downstairs.

**10. FIRE SAFETY NOTES; Remember the Clubhouse is a wooden building.**

Emergency exits are; the main entrance, the glass doors in the downstairs meeting room, the balcony upstairs and the glass escape door and the foot of the indoor stairs.

**10.1** The fire Assembly Point is at the top of the Causeway.

**10.2** Fire extinguishers are sited in the main entrance hall and at the top of the stairs, if they are used the Fire Service must be called, there is a fire blanket in the kitchen/galley.

**10.3** Keep emergency exits clear and fire doors closed.

**10.4** If a Fire occurs contact the Fire Service and state; **"Fire at Cargreen Yacht Club PL12 6PB, grid ref 433629" (OS Landranger 201)**