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EMSWORTH SAILING CLUB

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EMSWORTH

HAMPSHIRE

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GUIDELINES FOR MEMBERS – PRIVATE FUNCTIONS

The House Committee supports the use of the Club for private functions and dinners but is also aware of the need to safeguard Club members from overuse of Club facilities by non-members. It is hoped that the charges will not dissuade members from using the Club for private events and will reassure the general membership that their subscriptions still offer them exceptional value in an exceptional facility.

These guidelines are designed to ensure that successful functions can take place with the minimum inconvenience to other members. All applications for members' use of the club have to be made in writing not less than 2 months in advance of the event and are confirmed by the House Committee (Bye-law (Section 3.4a)). No confirmation can be made more than 6 months in advance.

The following guidelines will apply to Member Functions, both for organisations and for private parties.

1. Members' Functions will normally be confined to the off-season November to March. Mondays and Thursdays are the preferred days. Saturdays will normally only be agreed during the winter months of October through to March. No member functions may take place during the Club Regatta weekend, during Club events, on Bank Holidays and not normally during the summer season. Private parties will not normally be approved on Friday evenings, except when there are no strong objections. Private Members' functions will not normally exceed 3 events in any month during the off –season November to March.
2. Other members have the right to use the Club, except the area where the Member Function is taking place, and the normal Club activities of sailing, wet bar access, swimming and car parking must be allowed to continue throughout the member's function.
3. Numbers will be limited by the catering limitations of the Franchisee and Health & Safety Fire regulations.
4. Environmental considerations such as noise of music will be taken into account by the member. Music will not normally be permitted after 12pm.
5. The Club dance floor must be used whenever a band or discothèque is booked, for which there is a hire charge.
6. Applications for organisations and society events and for Members' Functions of more than 20 should be made 2 months in advance in writing to the Secretary, except in the case of 'wakes', where application should be made as early as possible in the circumstances. Each

application is considered separately. Members' Private Parties of up to 20 people should be arranged directly with the Franchisee who will inform the Secretary. Notice of at least one week should be given by the member.

7. The Club member requesting the Member Function must take full responsibility for organising and controlling the function. This member must attend the function. The member will be responsible for co-ordinating with the House Committee and the Franchisee. Functions will normally use the Club wine list but members may arrange for wines from other sources by agreement with the Franchisee

8. The organising member will be responsible for making good any loss or damage sustained during the Member Function.

9. The organising member will be responsible for the security of the Club premises and equipment for the duration of the Member Function if the Club is officially closed.

10. If the bar is required arrangements should be made with the Franchisee.

11. The organising member will be responsible for leaving the Club in a clean and tidy state.

12. The organising member will be responsible for providing a list of attendees on the form provided by the office and for paying the charge due in advance of the event.

13. A letter of acceptance to requests for Members' Functions will contain a copy of these guidelines.

14. Members will be notified, on the website of any events that will restrict use of Club facilities.

CHARGES

Weddings	£250
Private Parties (numbers in excess of 60)	£150
Private parties (numbers in excess of 20)	£2 for each non-member attending the event
Wakes for any deceased member	No charge
Wakes for non-members	£100
Dance Floor (must be used whenever a band or disco is booked)	£80
Training/Committee Room/North – private hire	£50

*All payments should be made to **Emsworth Sailing Club** before the function takes place.
No refunds will be given.*

Please contact the **Club Office** for further information - 01243 372850.