



September 2017

EMSWORTH SAILING CLUB

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 minimum inconvenience to other members.

The following guidelines will apply to members' functions, for both organisations and private parties:

1. Members' functions will normally be confined to the off-season (November to March). Mondays and Thursdays are the preferred days, but Fridays, Saturdays and Sundays will be considered and approved if there are no objections.
No members' functions may take place during the Club Regatta weekend, during Club events, on Bank Holidays and not normally during the summer season (April to October).
2. Other members have the right to use the Club, except the area where the member function is taking place, and 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 plus Health & Safety Fire regulations.
4. Applications for organisations/society/members' functions for 21 or more guests, should be made to the secretary, in writing, between 2-6 months in advance, except in the case of 'wakes', where applications should be made as early as possible in the circumstances.

Each application will be considered separately and will be approved or declined by the House Committee (Bye-law (Section 3.4a)). Letters of acceptance to requests for private functions will contain a copy of these guidelines.

Members' private parties of up to 20 people may be arranged directly with the Franchisee who will inform the Secretary. The member should inform the Franchisee if speeches are planned at the event. Notice of at least one week should be given by the member wherever possible.

5. The member requesting the private function;
 - must take full responsibility for organising & controlling the event, and must attend it
 - will be responsible for co-ordinating with the House Committee and the Franchisee.

- will be responsible for making good any loss or damage sustained during the private function
- will be responsible for the security of the Club premises and equipment for the duration of the function if the Club is officially closed
- will be responsible for leaving the Club in a clean and tidy state
- will be responsible for providing a list of attendees on the form provided by the office
- will be responsible for paying any charges due, in advance of the event.

6. Environmental considerations such as noise of music will be taken into account by the member. Music will not normally be permitted after midnight.

7. The Club dancefloor must be used whenever a band or disco is booked, for which there is a hire charge (see 'Charges' section below).

8. If the bar is required, arrangements should be made with the Franchisee. Functions will normally use the Club wine list, but members may arrange for wines from other sources by agreement with the Franchisee.

9. Members will be notified, via 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 of 21-59)	£2 for each non-member attending the event
Wakes for any deceased member	No charge
Wakes for non-members	£100
Dancefloor (must be used whenever a band or disco is booked)	£80
Training/Committee/North Room – 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 Office for further information - 01243 372850.

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