



THORPE BAY YACHT CLUB

FUNCTION BOOKING FORM

To: Thorpe Bay Yacht Club, 115 Thorpe Bay Gardens, Thorpe Bay, Essex SS1 3NW

Tel. No. (01702) 587563

NAME..... (The person making the booking must be a Member of Thorpe Bay Yacht Club and present at the event.)

ADDRESS

CONTACT TELEPHONE NUMBER.....

DATE OF EVENT First Choice.....Second Choice.....Third Choice.....

EVENT.....

(Please be aware that it is the Club's policy not to allow Birthday Parties for those members under 25 years of age.)

ARRIVAL TIME..... **NUMBER OF PEOPLE**.....

MAIN BAR /COMMODORE BAR/ SAIL TRAINING ROOM.

The Commodore Bar will accommodate up to approximately 40 people. Larger numbers will be accommodated in the Main Bar. Smoking, including e-cigarettes, is not allowed in any part of the clubhouse or on the balcony.

Please ensure that your guests are aware of the following conditions:

- Smoking, including e-cigarettes, is not allowed in any part of the clubhouse or on the balcony
- Stiletto heeled shoes or any objects that may damage the dance floor are not allowed on the dance floor
- Decorations may not be attached to the walls or ceiling

CLUBHOUSE CATERING

Do you require any Catering? YES/NO

If yes, you will need to discuss your exact requirements with the Club's Caterers. Dave Dowson 07505 526814

Under no circumstances are you allowed to have outside catering companies or bring your own food.

BAR

The Bar is well stocked with a wide variety of Beers, Wines and Spirits to cater for most events – if you have any special requirements please discuss this with the Bar Manager.

Bar opening times are:

Tuesday to Friday	11 am to 3 pm and 7 pm to 11 pm
Saturdays	11 am to 11 pm
Sundays	11 am to 7 pm (November to March) or 9 pm (April to October)

FEES

A booking fee of £100 will be required for the hire of the Main Bar, £75 for the Commodore Bar. The Sail Training Room can be hired for a charge of £15 per day or evening session.

In addition, a returnable deposit of £200 will normally be required for each booking accepted, which will be returned during the week after the event, provided there has not been any sustainable loss or damage to the Club premises or its contents, and no food is brought in for the function. The deposit of £200 should be a cheque post dated to the date of the event.

Please sign below to indicate that you are in agreement with the above conditions of booking.

Signature

Date.....

PTO

For help and advice on Function Bookings please contact the Administrator.
This application is subject to availability and will be raised at the next General Committee Meeting for a decision.

To..... For Club use only.

This is to advise you that your request to book the Club on has/has not been accepted.

Please send a cheque for the appropriate amount to cover the booking fee. As a deposit a second cheque is required for £200, which will be returned during the week immediately following the event provided there has been no sustainable loss or damage to the Club premises or its contents.

Signed..... For Thorpe Bay Yacht Club Date.....