



THORPE BAY YACHT CLUB FUNCTION BOOKING FORM

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

Website www.tbyc.org Tel. No. 01702 587563

NAME	
ADDRESS	
CONTACT TELEPHONE NUMBER	
DATE OF EVENT	First Choice - Second Choice - Third Choice -
PURPOSE OF 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 GUESTS	
PREFERRED BAR The Commodore Bar will accommodate up to approximately 40 guests. More than 40 guests, will be accommodated in the Main Bar. (Smoking, including e-cigarettes, is not allowed on the premises.)	Main Bar Commodore Bar Sail Training Room
SPEAKERS REQUIRED?	YES/NO
DO YOU REQUIRE CATERING? If required, please contact James the Club Chef on 01702 587563 or email jamesjohnson93@hotmail.co.uk to discuss. (Under NO circumstances are you allowed to bring your own food or organise outside catering companies)	YES/NO
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 directly with the Bar Manager.	Bar opening times are: Wednesday to Thursday lunch 11 am to 3 pm Wednesday to Thursday evening 6 pm to 11 pm Friday and Saturday 11 am to 11 pm Friday (party nights only) up to 12.00 am Saturday (party nights only) up to 12.30 am Sunday (November to March) 11 am to 7 pm Sunday (April to October) 11 am to 9 pm
FEES Upon confirmation, a returnable deposit of £200 will be required for each booking. The deposit 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.	Main Bar - £150 (Fri & Sat only) Main Bar - £100 (Wed, Thurs & Sun) Commodore Bar - £75 Sail Training Room - £15 per day or evening session Hire of Bar Speakers - £50
CONDITIONS Please ensure that your guests are aware of the following conditions: <ul style="list-style-type: none">• The person making the booking must be a member of Thorpe Bay Yacht Club and be present during the entire event• It is the Club's policy not to allow Birthday Parties for members under 25 years of age• Smoking, including e-cigarettes, is not allowed on the premises• No decorations to be attached to the walls or ceiling	

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

Signature

Date.....

For questions regarding Function Bookings, please contact the Club Secretary on 01702 587563 or email secretary@tbyc.org
This application is subject to availability and the approval of the General Committee Meeting at their next scheduled meeting.

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.....