



Royal West of Scotland Amateur Boat Club



Esplanade, Greenock

Tel: (01475) 723260

BOOKING THE CLUB FOR PRIVATE FUNCTIONS

Thank you for requesting the use of the Boat Club Premises for your function. We shall be obliged if you will read the following notice, which outlines the rules of the Club for social functions. The form overleaf should be completed and handed to one of the Bar Staff who will ensure that it is submitted for approval at the next Committee meeting.

We ask that a Club member take responsibility for the booking, and complete this form. This gives the Committee a single member with whom we can communicate to make sure that everyone's expectations are met. Should any non-member wish to book the premises they may contact the Committee directly in order that we can attempt to accommodate the request.

We would like to draw to your attention the undernoted procedures which must be adhered to. This will ensure that the function complies with the rules of the Club.

1. All non-members **MUST** be signed in prior to purchasing alcohol. This rule is required under the terms of the Club's Drinks Licence. It is also essential that the booking member must attend the function and remain there until such time as there will be no more alcohol purchased. It is the responsibility of the person who books the club to ensure that every non-member attending the function has their name entered in the visitors' book.
2. It is the responsibility of the person who books the Club to ensure that no one under the legal age will attempt to purchase alcohol, or have alcohol purchased for their consumption whilst attending the function. If the nature of the function is such that it will primarily be attended by under aged persons then this should be intimated at the time of booking in order that the bar staff ensure that only non alcoholic drinks are served via the side hatch. Licence conditions decree that under 16 year olds must vacate the premises by 11 pm.
3. There is no cost for the use of the club premises. However, a payment of £50 is requested (payable by the member who has arranged for the booking). This covers the cost of additional Bar Staff and cleaning.
4. No drink **whatsoever** can be brought into the Club without the prior agreement of the Committee and will be subject to a corkage charge. Should you require drinks which the club does not normally stock, please advise one of the Bar Staff who will endeavour to acquire them for the function.
5. Please ensure that you are aware of the Club's licensed hours and advise your guests accordingly. Requests for licence extensions are not being taken at this time.
6. The use of Party Poppers or Glitter / Confetti is not permitted.
7. Please note that the maximum number of attendees is 80. Visitors attending the function are expected to use the seating in the main hall, however the use of the Bar area is allowed with the exception of the reserved tables. These will be clearly marked and are for the sole use of members and their guests.

Malcolm Dale
Hon. Sec.

To be completed by the member making the request

Name

Address

.....

.....

Phone number

Type of function

.....

Date and time of function

Number of guests expected

Any special arrangements

.....

I confirm that I have read and understood the attached and will ensure that the Club rules for functions are adhered to.

..... Signature of Member

..... Date

THIS TO BE SENT OUT FOLLOWING APPROVAL AT COMMITTEE

Dear

Your request to book the Royal West of Scotland Amateur Boat Club's premises for your function on has been considered and granted by the committee. A copy of your request, is enclosed for your retention.

..... Honorary Secretary.