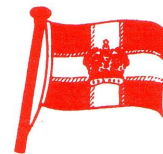




Royal West of Scotland Amateur Boat Club



Esplanade, Greenock

Tel: (01475) 723260

BOOKING THE CLUB FOR PRIVATE FUNCTIONS

December 2014

Thank you for considering the use of the Boat Club Hall for your function.

We would ask that a Club member takes responsibility for the booking and completes the form. This will give the Committee a single point of contact with whom we can communicate to make sure everyone's expectations are met. Should a non-member wish to book the premises they may contact the Secretary directly to discuss their request.

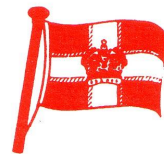
We would ask that you read through the following rules governing use of the facility, then complete and return the form overleaf for consideration by the Committee.

- 1. All non-members **MUST** be signed in by a Club member prior to purchasing alcohol. This is required under the terms of the Club's Licence. It is the responsibility of the person booking the function to ensure that non-members purchasing alcohol enter their names in the Visitors' Book. If it is a Club member booking the function they must remain at the function until such time as the non-members finish purchasing alcohol.*
- 2. It is the responsibility of the person booking the function to ensure that no-one under the age of 18 attempts to purchase alcohol, nor has alcohol purchased for them for consumption at the function. If the nature of the function is such that a high proportion of the people attending will be under 18 then this should be intimated on the booking form so that arrangements can be made for the service of non-alcoholic drinks via the hatch into the Hall.*
- 3. No-one under the age of 18 years is permitted into the Bar.*
- 4. Licence conditions decree that those under 16 years old must vacate the premises by 11pm.*
- 5. A payment of £ 70 is required to secure the booking, also to cover the cost of additional bar staff and cleaning. This should be paid when booking the function, 50% is refundable if the function is cancelled more than two week in advance.*
- 6. No alcohol **whatsoever** shall be brought into the Club without the prior approval of the Committee. This alcohol will be subject to a corkage charge. Should you require drinks that the Club does not normally stock, please liaise with the Bar Staff who will endeavour to acquire them for the function.*
- 7. Please ensure that you are aware of the Club's licensed hours and advise your guests accordingly.*
- 8. The use of Party Poppers, Glitter, Confetti is not permitted.*
- 9. The use of deep fat fryers is not permitted.*
- 10. Please note that the maximum number of attendees at a function is 80.*
- 11. Visitors attending the function are expected to use the seating in the Hall, however the use of the Bar area is allowed with the exception of the reserved tables. These will be clearly marked for the exclusive use by members and their guests, not in attendance at the function.*

Adam Graham
Hon. Secretary



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**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND RETURN TO THE CLUB
F.A.O. THE HONORARY SECRETARY**

Name

Address

Postcode

Telephone

Email

Type of function

Date & time

No. of guests

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: _____ Date: _____