

BOOKING THE ROYAL WEST OF SCOTLAND AMATEUR BOAT CLUB FOR A PRIVATE FUNCTION October 2022

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

A Club member **MUST** take responsibility for the booking and complete this form. This will give the Committee a single point of contact with whom we can communicate to make sure everyone's expectations are met. It is a requirement of the Club's Insurance that a responsible Member be in attendance at all times during the function.

The member completing the form must read through the following rules governing use of the Club for a function, then complete and return the form overleaf for consideration by the Committee.

Rules for Private Functions

Confirm that you have read and accept the requirement with a X in the right hand column

	X
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. The Club member booking the function must remain at the function for the full duration of the function and cannot leave until all guests have left.	
It is the responsibility of the Member 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. Any birthday celebration starting after 5pm must be for a person aged 21 years or older.	
No-one under the age of 18 years is permitted into the Bar area. Children and Young Persons should always be accompanied by an adult. Children are aged up to 11 and young people are those aged between 12 and 18. When there is no function on and no meal being served children must be off the premises by 8pm. When there is no function on and no meal being served young persons must be off the premises by 11pm. Children can be on the premises until 11pm if there is a meal being served or there is a function. Young persons can be on the premises until 1am if there is a meal being served or there is a function.	
A payment of £120 is required to secure the booking. This should be paid when booking the function. £50 of this fee will be refunded after the function so long as there are no breakages and excessive cleaning is not required. Some of this fee may be refunded if the function is cancelled in advance. If the function is cancelled more than four weeks in advance a refund of £113 will be given. If the function is cancelled more than two weeks in advance a refund of £85 will be given. If the function is cancelled two weeks or less in advance a refund of £50 will be given.	
No alcohol whatsoever shall be brought into the Club. Should you require drinks that the Club does not normally stock, please liaise with the Committee and Bar Manager who will endeavour to acquire them for the function. If you wish to bring your own drinks a corkage fee of £4 per bottle shall be paid.	
Please ensure that you are aware of the time you have reserved for your function and advise your guests accordingly.	
The use of Decorations, Banners, Party Poppers, Glitter, Confetti and Balloons is not permitted. If Party Poppers, Glitter, Confetti or Balloons appear at the Function your £50 refundable deposit will be forfeit.	
The use of deep fat fryers is not permitted.	
The maximum number of attendees at a function is 80. Normal seating in the hall with space for dancing is between 50 and 55. Additional seating and tables can be provided but it will reduce the space available for dancing and music.	
Those attending the function are expected to use the seating in the hall. The RWSABC Bar will be open during your function and RWSABC Members have the right to use it.	
Certain types of functions have restrictions. These are: 1. 21st Birthday parties must end at midnight 2. Christenings, First Communion, Baptisms, Children's Parties etc. must finish at 5pm.	
We request that everyone return empties and glasses to the bar as the function proceeds to assist the Bar Staff.	
Functions must be approved by the RWSABC Committee. Submission of this form does not guarantee that we will be able to offer you the use of the Club for your function.	



Function Booking Form

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND CHECK OFF THE REQUIREMENTS ON THE BACK

	Please provide the information requested in the spaces below
RWSABC Member taking responsibility for the Function:	
RWSABC Membership Category: Clubhouse, Country, Family, Honorary Life, Life, Ordinary, Student, or Temporary	
Address (please include postcode):	
Telephone (mobile preferred):	
Email:	

Type of Function - Please tell us the purpose of your function:	
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Date and times for the function

Date	Proposed start time	Proposed ending time	Total Hours

Expected number of Guests:	
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Do you require any special arrangements that we may be able to help with?	
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We need your bank details to provide a refund if warranted	Name on account	Sort Code	Account Number
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I confirm that I have read and understood the **Rules for Private Functions** and will ensure that these rules are adhered to by all guests.

Signature:*		Date	
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* Typing your name in the Signature space will be taken as the equivalent to your signature

PLEASE RETURN THIS FORM TO THE CLUB F.A.O. THE BAR CONVENER (address given above) or scan (if required) and email to functions@rwsabc.com