

FELIXSTOWE FERRY SAILING CLUB

Felixstowe Ferry, Suffolk, IP11 9RZ Tel. 01394 283785
Registered Community Amateur Sports Club No. 00689



Club Function Room Hire Form

Please complete this form in BLOCK CAPITALS and delete 'Yes' or 'No' as appropriate

Details of Hirer:

Surname			Address:
Forename(s)			
Tel. No. (daytime)			
Tel. No. (evening)			
FFSC Member?	Yes	No	If yes, Membership number

Details of Event:

Purpose:			
Number of Guests (100 max)		Day & Date	
Entertainment	Yes	No	Start Time
Please specify Band/Disco/Own CDs			Finish Time
Bar Required	Yes	No	Catering Required? Yes No
Note – Bar closes at 11:00 pm			All catering to be provided by the Club / agreed with Caterers Caterers Signature Name & Date:

Payment Details:

Evening Not Wednesday evenings from May to August inclusive		Lunchtime Every day except Sunday which may be hired after 3pm	
Member's function	£40.00	Member's function	£35.00
Non-member's function	£75.00	Non-member's function	£50.00
Weddings		Cheque/Cash enclosed/ (delete as appropriate)	
Wedding	As above	Cheques payable to "Felixstowe Ferry Sailing Club"	
Wedding Decoration 1 st November to 1 st April only	£75.00	Amount Paid:	

I have read and understood the notes and conditions as prescribed on the reverse of this form and agree to be bound by them.

Signed (Hirer) Date

Signed on behalf of FFSC Date

For Office Use Only:		
Diary:	Steward:	Cleaner:
Committee Endorsement:	Payment:	

Notes and Conditions of Hire

1. All applications to hire the Club Function Room are subject to endorsement by the FFSC General Committee. Ordinarily, this committee meets once per month. (It is therefore in the interests of the Hirer to ensure that the application and fee are submitted at least 6 weeks in advance of the proposed function.)
2. Unless otherwise requested, the hire application will be considered at the meeting of the General Committee that immediately follows the receipt of the completed form and payment.
3. The application will not be considered until the hire fee has been paid and all sections of the form completed.
4. Catering is only allowed on the premises using the franchised caterer. All catering arrangements must be agreed between the Hirer and the Club Caterer.
5. All guests who are not Club members must be signed in, either individually, or en bloc by the Hirer stating the number of guests attending the function.
6. All children attending the event must be properly supervised.
7. All drinks consumed at the function must be purchased from the Club bar.
8. The Steward (or representative) has the right to refuse to serve anyone she/he considers unfit.
9. The FFSC General Committee reserves the right to reject any application without reason.
10. The Hirer will:
 - a. Take full responsibility for the actions of those attending the event
 - b. Be present throughout the duration of the event
 - c. Leave the premises in the same condition and state as they were found in
 - d. Be responsible for any breakage or damage, howsoever caused.
11. Any special circumstances or requirements should be made known at the time of the application and will be subject to the approval of the FFSC General Committee.
12. FFSC is a private members' club and members may use the lounge bar and changing facilities during the time for which the Club Function Room has been hired. The hirer will, however, have exclusive use of the Function Room.
13. Access to the Function Room to make preparation for an event will only be allowed on the day of the function unless agreed otherwise by the Club through the Club Steward.
14. Non-members hiring the Club will be charged an extra 5% on the current bar prices.
15. The whole of Felixstowe Ferry Sailing Club is a non-smoking area.
16. Fireworks are not allowed to be set off at functions without specific written permission of the Committee.