

# Strangford Lough Yacht Club

## BOOKING GUIDELINES FOR A SOCIAL EVENT

Thank you for your interest in booking a social event at SLYC. The following guidelines are designed to help with this process. Please do not hesitate to contact the Club office if any further details or clarification are needed.

### **Booking arrangements/Room hire:**

- You must provide details of the person responsible for organising the event. The event organiser will be briefed by the club on security, fire and health & safety procedures, and must remain in charge and on the premises for the entire duration of the event.
- Hire of the club's function room costs £120 for the evening and part of a day. Club members receive a 25% discount. Registered charities and voluntary organisations receive a 20% discount. For shorter bookings, the hourly rate is £15. (All prices inclusive of VAT at 20%)
- If you intend to run an event requiring ticket sales, the detail of this must be clarified in advance with the Club.
- The function room can accommodate a maximum of 130 people theatre style or 80 people for a seated meal.
- The adjacent Chartroom, which can seat 12 people, is available to hire at £6 per hour .
- SLYC table linen can be provided, if requested. The laundry charge is £2.50 per head.
- Eight round table tops are available, each seating 8 persons, with additional seating at square tables.
- Decorations are not provided by SLYC. However you are welcome to put up your own decorations. If not taken down on the same day, a charge will be made for the room at rate of £15 per hour, effective from 9.00 a.m. the next day. Please do not use any tape or adhesive that will mark walls.
- Bar staff can be provided, if required. This must be agreed at the time of booking and will be free of charge unless total bar takings for the event are less than £200. In this case there will be a charge of £10 per member of staff per hour.
- The room can be set up by our staff to your requirements and normal cleaning is provided by the Club. If cleaning is excessive it will be charged at £15 per hour.

### **Catering/Bar/Entertainment/Parking:**

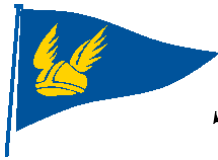
- You may use your preferred caterer, if desired. Our kitchen is equipped for most catering needs and there is no extra charge for crockery etc., if left clean and undamaged, however breakages must be paid for.
- The bar can open until 11 p.m. If you wish it to remain open later than this, please indicate on the booking form and allow four weeks' notice for a late license to be issued.
- As a condition of our licence, the designated event organiser will be required to provide the Club office with a list of attendees (signed by a Club member).
- All drinks, both alcoholic and non-alcoholic, must be purchased through SLYC. The bar carries a range of wines, which will be discounted by 10% if pre-purchased. We can, if requested, buy in agreed quantities of other specific wines for use at your event at cost price +50%.

Continued...

Whiterock Bay, Killinchy, Newtownards, Co. Down BT23 6QA

Office: 028 9754 1883 Email: [slyc@nireland.com](mailto:slyc@nireland.com)

[www.strangford-lough-yacht-club.com](http://www.strangford-lough-yacht-club.com) [www.slyc.co.uk](http://www.slyc.co.uk)



## *Strangford Lough Yacht Club*

- Please note that it is illegal for persons under the age of 18 years to be in the bar area after 10 p.m.
- Non-members wishing to use the facility **and to have alcohol provided** must allow sufficient time for a Temporary Event Notice to be processed and will incur any costs associated with this. Alternatively, if not already a club member, the event organiser can apply for club membership, in which case 2 weeks' notice is required.
- If you are running an event where tickets will be sold a list of attendees should be recorded on entry to the event and the complete list given to the office as soon as possible thereafter.
- Alcohol may only be consumed within the function room and the chart room.
- If **amplified** music is to be played our licence regulations come into play. This includes a requirement for a doorman to monitor exterior noise levels and to ensure that external doors are kept closed. Please ask for details if you intend to have amplified music at your event.
- Limited car parking may be available in designated spaces immediately outside the clubhouse. Otherwise vehicles can be parked on the roadside, outside the club premises.

**Thank you for using our facilities and we wish you every success with your event.**

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