



Strangford Lough Yacht Club

BOOKING GUIDELINES FOR A SOCIAL EVENT

Booking arrangements/Room hire:

1. The clubroom or chart room may be booked for a private function, subject to availability, but only by members of the club, aged 18 years or over.
2. The club member who books and organises the event is the nominated **Event Organiser** and becomes responsible for management, safety, noise control and adherence to conditions of any liquor or entertainment licensing requirements during the event. S/he will be briefed by the club on these matters, including security, fire and health & safety procedures and must complete relevant forms to indicate compliance. The event organiser must remain in charge and on the premises for the entire duration of the event.
3. Hire of the main clubroom for a private function costs £70 (including VAT). This covers heat and electricity, plus set-up before the event and cleaning after. The hirer is expected to assist with set-up prior to, and the rearranging of the furnishing for normal use after, the event. The club's chart room, on similar arrangements, costs £40 for up to 8 hours or £10 per hour for up to 3 hours..
4. There will be no room charges for club class dinners or other events connected with SLYC activities. However each such event must be managed by a designated Event Organiser, who will be subject to the same conditions as at 2 above. If laundry is used, charges will apply as detailed below. Set-up and break-down assistance by the Event Organiser is expected and, if exceptional cleaning is needed post event, the class will be required to contribute £15 per hour for those costs.
5. Room charges are payable in advance of the event, on booking. Fees related to any ancillary charges will be invoiced separately.
6. If an event involves ticket sales, the detail of this must be clarified in advance with the club as this may have an impact on the club's Registration and Licensing.
7. The clubroom can accommodate a maximum of 130 people theatre style or up to 80 people for a seated meal.
8. SLYC table linen can be provided, if requested. The laundry charge is £2.50 per person.
9. Eight round table tops are available, each seating 8 persons, with additional seating at square tables.
10. Please note that only the indoor space is available for booking. The club's licensed area for the consumption of alcohol extends to the clubroom and the chart room only and does not include any other area.

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

Office: 028 9754 1883 [Email: office@slyc.co.uk](mailto:office@slyc.co.uk)

www.strangford-lough-yacht-club.com www.slyc.co.uk



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11. Decorations are not provided by SLYC. However anyone hiring the clubroom or chart room is welcome to put up their own. These must not mark or damage the room decor and must be taken down either on the same day or by 10.00 a.m. the following day, otherwise a charge will be made for the room at rate of £15 per hour.

12. Items that may present a fire risk, such as candles, are not permitted.

Catering/Bar/Entertainment/Parking:

13. The club can recommend caterers, if needed. Our kitchen is equipped for most catering needs and there is no extra charge for crockery etc. provided that the kitchen is left clean and undamaged, however breakages must be paid for.

14. 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 licence to be issued.

15. 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.

16. As a condition of our licence, the designated event organiser will be required to provide the club office with a list of attendees.

17. 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 of your choice from our approved suppliers, subject to the full quantity being paid for at cost price plus 60%.

18. Please note that it is illegal for persons under the age of 18 years to be in the licensed area (clubroom and chart room) after 10.00 p.m.

19. 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.

20. If music is to be played, our entertainment licence conditions come into play. These include a requirement for a designated person 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.

21. 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.

APRIL 2019

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