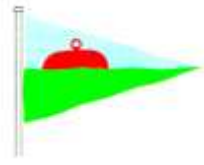


Burnham on Crouch Sailing Club



CONDITIONS FOR THE USE OF THE CLUBHOUSE

Acceptance of terms: In making a booking for the hire of the premises of the Burnham on Crouch Sailing Club, the hirer agrees to be bound by these conditions of hire and to adhere in all respects to these conditions.

Definition of Premises: The hire of the Clubhouse includes the use of the main Club building, kitchen, and kitchen equipment, changing rooms, toilets and deck area. Hirers may park their personal cars in the Club's car park. The hire does **not** include the use of the Club's balcony, starting box, pontoon, ramps, stages, dinghy park, launches, dinghies, other boats, or equipment not listed specifically as included in the hire.

Booking Confirmation: Bookings will be accepted or rejected on a provisional basis, by the Booking Secretary. Provisional bookings made by telephone must be confirmed in writing via completion of the Booking Form. No booking can be regarded as accepted fully until approved by the General Committee and/or Flag Officers of the Burnham on Crouch Sailing Club. Once the booking has been approved, the Booking Secretary will confirm in writing. The Booking Secretary may, however, confirm short-notice bookings from established users without referral to the General Committee or Flag Officers.

Booking Deposit: A deposit must be lodged with the Burnham on Crouch Sailing Club at the time of booking. In the event of cancellation by the hirer the deposit is non refundable. In the event of cancellation by the Burnham on Crouch Sailing Club the deposit will be refunded. The booking deposit may be waived in certain circumstances.

Damage Deposit: A damage deposit must be lodged with the Burnham on Crouch Sailing Club before the hire commences. In the event of cancellation of the hire the damage deposit will be refunded. In the event of any damage to, or loss of, Burnham on Crouch Sailing Club property that can be attributed to the hirer or persons attending the hirer's function during the period of the hire, the cost of rectification shall be deducted from the damage deposit. Any balance of the deposit remaining shall be returned to the hirer. If the cost of rectification exceeds the value of the damage deposit, the hirer shall be liable for the balance of any costs incurred by the Club in the repair or replacement of the affected property. In certain circumstances, the damage deposit may be waived.

Liability: All hirers and their guests use the premises entirely at their own risk and are responsible for the safety of their event and the premises during the period of the hire, and, in the event of any negligence on the part of the hirer or the hirer's guests, until such negligence has been rectified. The Burnham on Crouch Sailing Club does not accept any responsibility for any loss or damage to any persons or property, however such injury, loss, or damage may be caused.

Period of Hire: The hire period and charges relate to a single event as set out in the booking confirmation. If any additional access is required for preparation of the event, an additional fee may be payable. Evening bookings commence at 1530 hours. All events **must** conclude no later than 1130 on the day of hire. Clearing and vacation of the premises **must** be completed by 1200 immediately following the period of hire.

Capacity: The Clubhouse can accommodate 80 persons for formal functions and 100 for buffet events and ordinary cinema-style meetings.

Licences: The Club premises are licensed for the sale of alcohol **only** by the Burnham on Crouch Sailing Club to its members. Any hirers wishing to sell alcohol or provide public entertainment must obtain their own licences. The Permitted Hours are 10am to 11pm on Monday to Saturday and mid-day to 10.30pm on Sunday.

Vehicle Access: There is no direct vehicle access to the clubhouse. Cars can approach to the end of Coronation Road or the end of the Sailing Club's car park, from where access **must** continue on foot. Vehicles **must not** be driven up the ramp from the car park onto the river bank. Vehicles must not enter the dinghy park. Commercial vehicles are not permitted to use the car park.

Rights of the Burnham on Crouch Sailing Club: The Burnham-on-Crouch Sailing Club reserves the right to refuse, cancel, or vary the terms of any booking in any way and for any reason that the General Committee considers to be appropriate. The Burnham on Crouch Sailing Club also reserves the right for its duly authorised representative(s) to inspect the premises

Smoking: In accordance with the law, there is strictly **No Smoking** within the Club premises.

Rubbish Disposal: Hirers must remove all rubbish from the premises and dispose of it appropriately and responsibly.

Fixtures, Fittings, and Decoration: The Clubhouse fixtures and fittings may not be altered without the prior written permission of a Flag Officer. In particular, decorations may not be affixed with pins to visible wood surfaces, and adhesives must not be used where they could damage decorated surfaces. All sound equipment, lights, and other appliances brought in by the hirer must conform to current safety regulations and be operated by means of the Club's 13 amp. Power sockets.

Electricity: The use of electricity for lighting, heating, and cooking, during the period of hire is included in the cost of hire. The Club reserves the right to make an additional charge if excessive equipment is brought in for the hire, or if appliances or lights are left on after the hire has been completed.

Keys: The Hirer will be responsible for the collection and safe return of keys. Mutually convenient arrangements will be agreed for the collection and return of keys. If the keys are lost while in the custody of the hirer, the hirer shall be liable for the cost of replacement locks and keys.

Payment: Payment is to be made in cash or by cheque (payable to the "Burnham on Crouch Sailing Club") to the booking secretary. A minimum of 50% of the hire fee is payable as a deposit at the time of booking with the balance payable on collection of the keys before the start of the hire together with the damage deposit. The damage deposit will be returned after satisfactory inspection of premises (by Booking Secretary, cleaner or other club officer).

Cleaning: All tables and work surfaces must be cleaned after use. Any crockery, cutlery, glassware, and other kitchen utensils, etc., used must be washed, dried, and put away in the proper place. The toilets and shower areas must be left in a clean and tidy state.

End of Hire Check List: At the completion of hire the hirer must check that:–

- The water heaters and lights in the toilets have been turned off.
- The doors to the changing rooms and toilet areas have been locked.
- Perimeter room heaters have been switched off and the wall mounted heating thermostat returned to 10C.
- The cooker, cooker hood and kitchen water heater have been turned off.
- The tea urn has been switched off and emptied.
- Any microwave cookers have been turned off.
- The refrigerator and freezer have been left **as they were** (on or off) at the beginning of the hire period.
- All lights turned off.
- All windows and doors have been secured and bolted and/or locked shut, including those accessing the deck area.
- Any loss or damage to Burnham on Crouch Sailing Club property is to be reported to the Club.

Footwear: In order to prevent damage to the wooden floor we request that all clubhouse users do not to wear shoes with stiletto heels or steel tips whilst in the Clubhouse. It is the responsibility of the Hirer to ensure that stiletto heels or shoes with steel tips are not worn by them or their guests.