

## REQUEST TO HIRE CLUBROOM / MARQUEE GUIDANCE NOTES

To hire the clubhouse or the marquee please print out the request form below, complete it, and send it to Alison Gall [aemgall@googlemail.com](mailto:aemgall@googlemail.com), or post it to her at Dolphins, Strawberry Hill, Lympstone EX8 5JZ. All requests are considered at the next Sailing Club General Committee Meeting following its receipt. The Committee decision is final. Once the request has been approved you will be asked to pay the required fee either by cheque made payable to Lympstone Sailing Club or in cash, in both cases to Alison Gall.

**At least one Full LSC Member must be present for the whole of the hire period.**

The club bar stock can only be used where the function is booked by a member and is for other members and their guests, all guests must be signed in by a member using the Visitors Book which is kept on the Bar (maximum number of guests per member is 3). Bar sales must be conducted at current bar prices and a Club Member attending must be named on the form as 'Minder' to look after the Bar and follow the required procedures re- opening, closing and stock control.

East Devon District Council has granted the premises the following licences: Sale of alcohol 11am-11pm (Noon – 10.30pm on a Sunday). Music, live or recorded 7pm – 11pm Friday and Saturday. Showing of films 7pm-11pm Fridays only.

**When the clubhouse is being hired by someone who wishes to sell their own alcohol or sell alcohol, play music (live or recorded) or show films outside of the existing premises' licence they must apply for a Temporary Event Notice (TEN) from EDDC (East Devon District Council) Licensing Department. This is best done online and paid for by card. The fee is currently £21 and adequate time must be allowed for processing and delivery of the TEN by post to the hirer. For your hire to go ahead you must send a copy of your Temporary Event Notice to Alison Gall at least a week before the date of the event.**

You do not need to apply for a Temporary Event Notice if you are providing your own alcoholic drinks and are **not** charging people for them. Please note that the Club Bar must remain closed throughout the event notwithstanding the presence of members among the invitees.

If **external caterers** are used, they must have their **own insurance**.

Please note the maximum number for an event are 40 seated and 60 standing. The clubroom must be left clean and tidy when vacated after use. The marquee must be left in good order after use. Please report any damage.

### **Charges for Clubroom Hire :**

Members function or Village organisation booking: £35 for first 4 hours and £7 for each further hour

All other bookings including Commercial organisations: £50 for first 4hours and £10 for each further hour

**Charge for Marquee Hire** is £10 a day.

The Marquee must be returned within 7 days or a further charge £10 will apply

**Lympstone**  **Sailing Club**

**Request to Hire Clubroom / Marquee** (delete as appropriate)

Name		Organisation	
Phone	Home :	Mobile:	Work:
Email(s)			
Address			
Event		Date & Start and finish times	

**MARQUEE HIRE**

Date to collect:	Return date (within week of event)
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**CLUBROOM HIRE**

Access for preparation from:	Access for cleaning up:		
Bar required? YES/ NO	Catering facilities required? YES/NO	External caterers or self (delete one)	
Use of club cutlery/crockery: YES/NO	Use of Club glasses) YES/NO		
<b>Numbers:</b> Adults (18 and up):	Juniors:	Members:	Non-members:

Name of club member who will be present throughout the hire period.

If using Club bar, please name member who is to be the BAR MINDER.

Will you be applying for a Temporary Event Notice (TEN)? YES/NO

**Signature:**

**Date:**

**For LSC use:**

Date application received:	Date to be discussed:	
Approval	Specific conditions / comments	
Donation: Payment Received	Deposit:	Minder: Date