

MINNIS BAY SAILING CLUB

TERMS & CONDITIONS FOR HIRE OF CLUB PREMISES (MAY 2024)

Please read and understand these Terms and Conditions of hire before making your booking.

CLUB ACCOMMODATION FOR HIRE

Hire of MBSC club premises is only available to members and comprises the large hall/dining area, male and female changing rooms/Help WCs, the kitchen (**excluding** the club's catering equipment, including plates, pots, pans, cutlery, baking trays, food preparation equipment etc) and the outside patio area. The MAXIMUM number of people that can be accommodated in line with MBSC's insurance is 100 and it is the Hirer's responsibility to ensure that this figure is not exceeded. The Club can comfortably seat 40 guests for a sit down function in the wet bar area.

1. The flat rate hire fee for the premises is £50.00 regardless of when the booking was made. Normal bar operating hours are 7.00pm to 11.00pm: staffing is for a minimum of 4 hours + 1 and paid at the minimum wage.
2. For bar hire outside of these hours, please contact the executive committee to discuss your requirements. Payment of the full hire charge must be made at the time of booking and will secure the rate in force at that time. The Executive Committee reserves the right to refuse any booking it deems unsuitable.
3. In some circumstances, the hirer will be required to submit and pay the relevant fee for a 'Temporary Events Notice' to Thanet District Council. This is commonly required when providing a band for the event. This will be confirmed and completed by the executive committee.
4. In addition to the hire charge a refundable deposit of £100.00 is required with the completed booking form. Deposits can be paid by bank transfer, cheque (made payable to MBSC) or in cash. Where a cheque is used, payment must be received by the Club 14 days before the date of hire. All deposits are refundable on satisfactory inspection of cleanliness and tidiness of the premises and contents. The Executive Committee may increase the deposit required for events that it deems likely to cause damage to the Club's premises.
5. Full payment for the hire must be made at the time of booking. Cancellations by the Hirer within 28 days of the event will incur a charge of 50% of the hire fee. A full refund will be given for cancellations made earlier than 28 days before the event.
6. The bar operates a strict 18+ policy. If a guest appears to be under the legal age they will be asked to provide confirmation of age and identity before purchasing alcohol. This is the law. Any person purchasing alcoholic beverages for consumption by persons under the legal age will be asked to leave the premises by the MBSC Officer/member serving at the bar.
7. If the booking **does not** include the services of the bar the hirer **may not** under any circumstances serve alcohol brought onto the premises for their own consumption.
8. Hirers may not erect any structure in the Club's grounds (e.g. tents, marquees, bouncy castles) without prior permission being granted in writing by the Executive Committee.
9. The Hirer is responsible for any damage or loss to the premises (both inside and outside) during the hire period and for the premises (both inside and outside) being left in a clean and tidy condition.

If the premises are left in an unsatisfactory state, or if there is loss or damage, any booking deposit will be forfeited or withheld until the damage/loss has been reinstated and any cleaning fees incurred deducted. In extreme cases any additional costs for cleaning, repairs or loss replacement may be levied on the Hirer (see clause 2).
10. If the Hirer is a club member the bar keys will be available 2 hours before the start of the event on the day unless agreed otherwise in writing by the Executive Committee.

11. All bookings include use of the kitchen which must be left tidy, and the oven, fridge and microwave, all of which must be left clean. Use of cutlery, crockery, pots, pans, baking trays and any other equipment is not included in the hire, unless agreed otherwise in writing by the Executive Committee. In this event, any equipment used must be returned to its proper storage place after use.
12. Floors to all areas must be swept and tidied after use. Mops and brooms are available for this purpose and are located in the kitchen. Toilets and sinks especially must be left clean and tidy. Tables and chairs are to be wiped over both inside and outside on the patio.
13. Due to constant use by members at all times all cleaning and tidying must be completed by 10 am the following morning to allow members to have full use of the Club's facilities, otherwise all or part of the deposit will be forfeited (see clause 2).
14. All rubbish must be bagged and placed in the wheelie bin outside. Any bags not fitting into the wheelie bin may not be left either inside or outside the premises but must be taken away by the Hirer. Broken glass must be wrapped before disposal. No liquids are to be emptied into the bin. Any excess rubbish not cleared by the Hirer that has to be disposed of by the Executive Committee will be charged for, and a portion of the deposit forfeited to cover costs (see clause 2).
15. The use of pins or adhesive tape on the walls, ceilings or paintwork is strictly forbidden. Blue-tack may be used on the gloss paint only and this must be removed before vacating the premises.
16. It is strictly forbidden to throw confetti **of any type** inside or outside the premises. Table confetti is permissible, but must be cleaned up thoroughly from all areas before the premises are vacated. A portion of the booking deposit will be liable to be forfeited to meet cleaning costs in the event of confetti being thrown indoors or in the Club grounds (see clause 2).
17. The Hirer must nominate a competent person to take charge in case of fire, to ensure that all persons on the premises can escape unimpeded through the fire exits and to assemble in the car park or other nominated assembly area. Improper operation of the fire extinguishers will result in the automatic liability to reinstate any damage to the premises, and to purchase replacements. .

FIRE DOORS MUST REMAIN UNOBSTRUCTED AT ALL TIMES

18. The ignition of fireworks in the premises or grounds, or bringing them onto the site, is expressly forbidden.
19. Any electrical equipment brought onto the premises by the Hirer, or on behalf of the Hirer (i.e., music players, disco equipment etc) must be PAT Certified.
20. The premises will be locked by a Member of the Club at the end of the hire period.
21. The Executive Committee endeavour to provide premises that are clean and tidy for all users and at a reasonable cost. In order to do this, the Terms & Conditions set out above must be adhered to by all who use the premises during the period of hire; otherwise the reinstatement condition in clause 2 will be applied.
22. The Executive Committee reserves the right to change these Terms and Conditions. We thank you for your co-operation and hope that you enjoy the use of our premises.

Licensing Hours

Monday to Thursday 8pm to 11pm, Friday 6pm to 11pm

Saturday 12 noon – 11pm

Sunday 11am to 10pm

Extensions are available on a Friday and Saturday evening at the cost and discretion of the executive committee.

MBSC CLUB HIRE BOOKING FORM				
NAME OF HIRER				
CONTACT ADDRESS				
CONTACT TELEPHONE				
PURPOSE OF HIRE				
DATE AND TIME OF HIRE				
HIRE FEE (Including TEN fee of £21 if applicable)				
FACILITIES REQUIRED (please circle requirements)	Bar	Hall	TEN (Temporary Event Notice) - This is commonly required when providing a band for an event – see item 2	
	Kitchen	BBQ	Club to arrange bar staff	Providing your own bar staff
REFUNDABLE DEPOSIT	£		Cash	Cheque
BANK DETAILS ACCOUNT NUMBER 66168668 SORT CODE 30-64-57				
I agree and accept the hiring terms				
Signature of hirer				
Date				

For Executive Committee Use

Agreed by Executive Committee _____

Date

Bar Secretary/Staff

Date