

GUNROOM BOOKING FORM

ROOM HIRE CHARGES:

- DYC members' private parties No charge
 - Non-member and registered charity daytime bookings (up to 4 hours) £25.00
 - Non-member and registered charity evening bookings £50.00
 - Commercial bookings £100.00
1. Charges and conditions may be changed at any time - terms at time of booking will apply.
 2. A damage cover deposit of £100 may be required.

PROCEDURE:

- Check availability with Bar Manager and reserve date. Tel: 01803 832305
- Discuss catering requirements (if any) with Chef & Bar Manager
- Return the completed and signed form with payment either in person or by post. (Cheques payable to: Dartmouth Yacht Club)
- Confirmation of booking and receipt of payment will be handed or sent to the hirer.

FUNCTION
eg: Meeting, Party, Presentation etc

NUMBER ATTENDING
Maximum 60 except by arrangement

DATE

TIME From..... to
Not normally later than 2300

REFRESHMENTS
Teas, coffees, etc

CATERING
Must be discussed direct with DYC Catering.

ROOM REQUIREMENTS
Layout, tables, chairs,
music, etc

NAME TEL:

ADDRESS

ORGANISATION (if any)

I agree to be bound by the conditions of hire below:

- Hirer understands that there may be some traffic through the Gunroom to the rear rooms.
- Hirer is responsible for the orderly behaviour of all persons present.
- Hirer will ensure that all present adhere to the Club rules and instructions from the Bar Manager.
- Hirer agrees to pay for any damages, straining and breakages.
- Hirer will not use music or loudspeakers without prior agreement.
- Hirer will ensure all present depart by the end of the period booked.
- Hirer indemnifies Dartmouth Yacht Club against any claim arising from the hiring.

I will contact the Club one week before the booking to confirm arrangements.

I attach payment of £ for Room Hire.

SIGNED DATE