

ALEXANDRA



SOUTHEND-ON-SEA
FOUNDED 1873.

ALEXANDRA YACHT CLUB LIMITED

Clifton Terrace
Southend-On-Sea
ESSEX SS1 1DT

Tel : 01702 340363

E-mail : alexyc_southend@hotmail.com

FUNCTION BOOKING FORM (MEMBERS ONLY)

Date Of Function	
Start Time	
Access Time	
Type of Function	
Number Attending	

Hire Fee (Free if member more than 18 months)	£150
Cleaning Fee (Delete if not required)	£15
Club Disco Fee (Delete if not required)	£150
Bar Extension Fee (Delete if not required)	£20
<u>TOTAL HIRE FEE</u>	

Do you require our chef to contact you with regard to a buffet or meal YES/NO

Deposit (£100) paid by	Cash/Cheque
Deposit paid on	
Hire Fee paid by	Cash/Cheque
Hire Fee paid on	

Name
Address
Telephone
E-Mail

TERMS AND CONDITIONS

A deposit of £100 is payable at the time of booking. This deposit will only be returned after

- The club has been given at least seven days notice of cancellation
- The club has been left in a clean and tidy condition (a fee of £15 can be paid for our cleaner to carry out this work)
- Any damage, however caused has been paid for

The total hire fee must be received by the club not less than 28 days prior to the event. Failure to pay the fee on time will result in cancellation of the function and loss of deposit.

It is a requirement of our license that a list of guests is displayed on our notice board 48 hours before the function. It is the responsibility of the hirer to comply with this law. This list must be received by the Club Secretary at least seven days prior to the event.

Persons attending the function must vacate the Club within thirty minutes of the bar closing time. The bar will close at 11pm promptly unless an extension has been granted. We expect your co-operation to ensure your guests leave within the allotted time and do not cause a disturbance to the neighbouring properties.

THE MAXIMUM NUMBER OF GUESTS FOR ANY FUNCTION IS STRICTLY LIMITED TO 120 PERSONS.
ANY FUNCTION EXCEEDING THIS LIMIT WILL BE TERMINATED BY A CLUB OFFICIAL IMMEDIATELY.

I, being the above-named person, agree to the conditions of hire as laid down above. I accept that the Club Duty Officer may cancel the function at any time if behaviour is detrimental to the club.

Signed	Date
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Confirmed by Club Secretary	Date
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COMPLETED FORM AND DEPOSIT MUST BE RETURNED TO THE CLUB SECRETARY