

TOTNES BOATING ASSOCIATION

APPLICATION TO HIRE THE STEAMER QUAY CLUBHOUSE.

NAME.....
ADDRESS.....
.....
POSTCODE.....TELEPHONE (*evenings*).....E-MAIL.....

(*mobile*).....

DATE REQUESTED.....

FUNCTION STARTING (*time*).....FINISHING.....(*12.30am latest, see over*).

NATURE OF EVENT.....

ESTIMATED NUMBER OF PEOPLE IN YOUR PARTY.....(*Maximum 80, see over*)

WHICH AGE-GROUP(S) INCLUDE MOST MEMBERS OF YOUR PARTY? (*tick[s] please*)

0-5 [] 5 –12 [] 13 – 19 [] 20 – 30 [] 31+ []

DO YOU WANT TO USE THE KITCHEN? **YES/NO**

DO YOU WANT THE BAR TO BE OPEN? **YES/NO**

WHAT TIME DO YOU WANT THE BAR TO OPEN

DO YOU NEED ACCESS FOR PREPARATON BEFORE YOUR FUNCTION? **YES/NO**

If "YES", what date & time you expect to start & finish preparations?

DO YOU NEED ACCESS TO CLEAR UP AFTER THE FINISHING TIME? **YES/NO**

If "YES", what date & time you expect to start & finish clearing up?

WILL YOU PAY OUR CLEANERS TO CLEAN THE CLUBHOUSE? **YES/NO**

If you are not paying our cleaners you will need to clean the clubhouse yourself.

I agree to abide by all the Hire Conditions overleaf.

Bookings may only be made by a member of the TBA, and a member of the TBA must be present at all times during the period of hire.

No bookings for 18th or 21st Birthday celebrations will be accepted.

The Executive Committee reserves the right to examine and deliberate on all applications for hire. Approval is not automatic since the Association's own events take priority.

I enclose my cheque for £.....payable to "TBA" to cover the hire charge (to include preparation/clearing up time).and charges for use of oven,bar and cleaners (if applicable). Please see overleaf for charges.

*I enclose a second cheque for £150 payable to "TBA" as a damage deposit. **This will be refunded in full provided that the Clubhouse and contents are left clean, undamaged and in good condition.** I agree that I will be responsible for any cost of damage exceeding £150*

SIGNED..... DATE.....

PLEASE SEND THIS APPLICATION TO:

Mrs Caoimhe Nicholls

TBA Clubhouse Bookings Co-ordinator

28 New Walk

Totnes, TQ9 5WB

Email: ciamckenna@gmail.com

Tel: 01803 868018... *who will be pleased to answer any questions you may have.*

CONDITIONS FOR HIRING THE TOTNES BOATING ASSOCIATION'S CLUBHOUSE THE ASSOCIATION'S OBLIGATIONS TO YOU:

1. We will provide the hirer (who must be a TBA club member) with the door keys.
2. We will hand you the premises in a clean & tidy condition with all relevant furniture & equipment in good order.
3. We will keep the premises covered by all necessary statutory consents, including Bar Licence, Fire Certificate & Public Liability Insurance.
4. If requested, we will provide cleaning staff.
5. We will provide bar staff.
6. If bar services are requested, we will be responsible for collecting & cleaning glasses.
7. After inspection, we will refund your damage deposit in full if the clubhouse is left in a satisfactory condition.
8. In the event of cancellation, we will refund your hire charge in full provided you give us 2 weeks or more notice. If you give us between one and two weeks' notice, we will refund 50% of the charge. If you give us less than one week's notice, there will be no refund. We will give you receipts for all monies paid.
9. We will not accept liability for any damage to your property, or personal injury, whilst hiring the clubhouse, insofar as the law allows.
10. We do not allow hirers to supply their own wine and pay corkage. All wine must be bought through the bar. Special requests should be discussed with the wine secretary prior to the event to enable orders to be placed with our suppliers in good time.

YOUR OBLIGATIONS TO THE ASSOCIATION:

11. To pay the hire charge & security deposit with your application.
12. Not to exceed the 80 person Fire Certificated and Bar-Licensed capacity of the building. Not to bring or serve your own alcoholic drinks. *(It is a condition of the Association's Bar Licence that such drinks can ONLY be served from our bar BY OUR OWN BAR STAFF).*
13. To vacate the Clubhouse by 12.30 am at the latest. *(This is a requirement of our Public Liability Policy and our Bar Licence).*
14. To comply with the instructions of Bar Staff to finish drinking.
15. To keep the volume of music at a level where it cannot be heard by our residential neighbours.
16. To leave the Clubhouse quietly out of respect for our neighbours.
17. To ensure all associated vehicles are parked safely off-road in one of the public Car Parks.
18. To supervise the behaviour of party-members to ensure they present no risk to the condition of the Clubhouse or its furnishings & contents.
19. To supervise the behaviour of part-members to ensure they create no danger to themselves or to others. *(The Clubhouse stands alongside a deep & fast-flowing river).*
20. To use no adhesive-tape, drawing-pins, nails or staples in fixing decorations.
21. To remove decorations without marking the décor and dispose of decorations in the bins provided.
22. Not to permit smoking anywhere inside the Clubhouse. *(Smoking is allowed on the terrace).*
23. Not to permit the boats, trailers & other outside items to be interfered with in any way.
24. If the kitchen is used, to leave it clean & tidy with all washing up done.
25. When leaving to turn off all lights & mains services, close all windows, lock the Clubhouse & gates so as to leave the whole site secure.

In setting out these Conditions the Association hopes applicants will not be offended or feel any implication that their common sense or integrity has been impugned in any way. The Association's Executive feels that, in the interests of all concerned & to remove any possible misunderstandings, it is wiser to set these matters out clearly and comprehensively – particularly those obligations on the Association which are Statutory, Local Authority-regulated or legal in character.

Hire Charges 2016 & 2017

Clubhouse Hire - £15 per hour, minimum charge £90. Hire time to include any setting/clearing up. NB a special rate of £10 per hour with no minimum charge is available to permanent members for close family events (eg birthdays and weddings). Cannot be used 'on behalf of others'.

Bar Staff - £15 per hour.

Cleaners - £30 per clean, up to 3 hours.

Returnable damage deposit £150.

The Association is also prepared to consider applications for the hire of the Clubhouse on a regular basis. Charges will vary according to amount of hire time required and the length of the contract. Such requests should be made, in the first instance, by using this form. If approved, such hiring will be subject to an additional, formal Regular Hiring Agreement.