

Function Enquiry Form

The Crouch Yacht Club Limited, trading as

Crouch Yacht Club

The Clubhouse, Coronation Road, Burnham-on-Crouch, Essex, CM0 8HW

Tel: 01621 782252, Fax: 01621 783718

Note: Telephone the Club Manager on the telephone number above to check availability before making a booking. All Hirers wishing to proceed will be sent a booking form. Upon receipt of a completed booking form, subject to availability, the venue will be provisionally reserved for up to 14 days at the specified hire charge. The booking will not be confirmed until the required deposit or full payment is received. If the Club does not accept the hire of the venue, all payments received will be refunded.

Please use BLOCK CAPITALS. Strike out as appropriate

Applicant

Name of Enquirer: _____ Crouch Yacht Club Member: **Yes/No**

Address: _____

Telephone No(s): _____ Mobile No: _____

Fax No: _____ Email: _____

Date and Time of Function

Date(s) of Event: _____

Venue required From/To (including Set Up and Clear Away): _____

Type of event: _____ Estimated No of persons to attend: _____

Note under 18s Must be accompanied by their parent or guardian

Venue: Large functions are limited to a maximum of 180 persons

Fees are to be agreed with CYC Function Manager. To include £60 Affiliate Membership if applicable and security costs if agreed appropriate.

Indemnity charge, refundable on the Terms and Conditions being fulfilled, of £250 is payable 14 days prior to the event.

Cash, Cheque or Credit Card Payment amounting to 50% of the anticipated total must be received by the Crouch Yacht Club within 14 days of the receipt of the Confirmation Booking Form. Balance is to be paid not later than 30 days before the event. In the event of cancellation any deposits are normally forfeited.

Required Facilities and Entertainment

Recorded Music: **Yes/No**

Tables and seating required: **Yes/No**

Live Music: **Yes/No**

Catering: **Yes/No**

Fees Agreed with Function Manager

Hall Hire: _____ CYC Entertainment System: _____ Food: _____ Security: _____

Upon receipt of this form the CYC Function Manager will contact you to discuss your requirements in more detail and work with you to ensure a successful event. Thank you for choosing the Crouch Yacht Club for your event.

I have read and understood the Terms & Conditions.

Signed: _____