

# MALAHIDE YACHT CLUB

St James' Terrace, Malahide, Co. Dublin

Application to hire club facilities by a **NON MEMBER**.

**PLEASE USE BLOCK CAPITALS**

Applications from non-members are only considered if sponsored by a fully paid up member, aged over 21 years. Please complete this form and return to the St James' Terrace club house marked for the Attention of The House Committee at least six weeks in advance of function. In the event that the House Committee (H.C) agrees to rent the club facilities, the sponsor (named member) and host must agree to be present on the premises for the duration of the function and to ensure that the following is fully adhered to:

## Management of Function

- Club members will have unobstructed access to the lower deck of the club during normal opening hours for normal purposes
- Security and access control to the function will be the responsibility of the sponsor and host
- The sponsor and host must ensure appropriate behaviour at all times by all attending the function and that all instructions of MYC staff and committee members are fully complied with by all attendees
- Alcohol will not be served to any person considered to be: under the age of 18 without the required proof of age, or intoxicated by alcohol or drugs
- Smoking will not be permitted on the premises
- Possession, sale and consumption of illegal drugs is absolutely prohibited
- The premises are to be vacated at the agreed completion time (End Time) of the function
- The Visitor Book must be appropriately updated

## Premises

- Access to the premises in advance of function to decorate or prepare the venue must be agreed beforehand and can in no way interfere with members' or other tenant's use of the premises
- The use of tacks or sticky tape of any kind to attach decorations is not permitted. Hooks provided
- If the upper deck is rented, then admittance to the lower deck is for access purposes only
- If the meeting room upstairs is rented then the function may not use the lower or upper deck
- If the kitchen is used, there is a €100 fee charged. This charge in total is waived if the authorized club caterer provides food for the function
- The named member must arrange for the facilities used to be restored to their condition prior to the function, repairs completed, waste removed, etc, before 12 noon the next day
- No party poppers or confetti are allowed on the premises

## Sponsor

I, the Sponsor (named member) agree to all the terms listed above. Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/200\_\_

Sponsor's name: \_\_\_\_\_ Mobile: **353 8** \_\_\_\_\_ Home ph: \_\_\_\_\_  
(Name in BLOCK CAPITALS)

I, the Host agree to all the terms listed above. Signature \_\_\_\_\_

Function Host: \_\_\_\_\_ Mobile: **353 8** \_\_\_\_\_ Home ph: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/200\_\_  
(Name in BLOCK CAPITALS)

**Function details** Type of Function: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/200\_\_ Start: \_\_\_\_:\_\_\_\_ End: \_\_\_\_:\_\_\_\_ Maximum No. of attendees: \_\_\_\_\_  
(Time) (Time)

Required facilities (please tick) Upper Deck  Lower Deck  Kitchen  Meeting room (upstairs)

Bar staff requirements: \_\_\_\_\_ Catering requirements: \_\_\_\_\_

Entertainment proposed and requirements: \_\_\_\_\_

Application Received: \_\_\_\_/\_\_\_\_/200\_\_ Approved by House Committee: \_\_\_\_/\_\_\_\_/200\_\_ Initials: \_\_\_\_\_

Rates (Incl 13% VAT)	Price	Paid	Date Paid	Paid To	Returned
Booking Deposit	€50.00	€ _____.00	____/____/200__	_____	_____
Upper Deck < 75 pers.	€350.00	€ _____.00	____/____/200__	_____	_____
Upper Deck 76-100 pers.	€420.00	€ _____.00	____/____/200__	_____	_____
Security Deposit	€250.00	€ _____.00	____/____/200__	_____	____/____/200__
Club Cleaning	€50.00	€ _____.00	____/____/200__	_____	_____
Use of Kitchen	€100.00	€ _____.00	____/____/200__	_____	_____
Meeting Room	€ .00	€ _____.00	____/____/200__	_____	_____

**The booking deposit is to be paid within 7 days of confirmation. The balance of all other fees is to be paid in full 7 days prior to function date. Security deposit will be returned 7 days after function if no damage occurred & all hire conditions were complied with.**