

MALAHIDE YACHT CLUB

St. James Terrace, Malahide, Co. Dublin

Application to hire club facilities

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 clubhouse marked "For the Attention of the House Committee" at least 6 weeks in advance of the function. In the event that the House Committee (HC) agrees to rent the club facilities, the sponsor 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	Premises
The sponsor and host must ensure appropriate behavior all times by attending the function and ensuring all instructions of MYC staff and committee members are fully complied with by all attendees	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.
Security and access control to the function will be the responsibility of the sponsor and host.	The use of thumbtacks or sticky tape of any kind (to attach decorations) on paintwork or window blinds is not permitted
Possession, sale and consumption of illegal drugs is absolutely prohibited	No party poppers or confetti are allowed on the premises.
During the function, club members will have unobstructed access to the lower deck of the club during normal opening hours	If renting the upper deck, then use of the lower deck is restricted to access purposes only.
Only alcohol purchased on the premises can be consumed.	MYC's approved caterers' must be used for any catering required. (See website for list)
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	The facilities used must be restored to their pre-function condition by 12 noon the following day (this includes any repairs to be carried out)
The premises are to be vacated at the agreed completion time of the function	Smoking is not permitted on the premises

Agreement of Terms:

I, the Sponsor, agree to all the terms listed above. Signature _____ Date ___/___/20__

Sponsor's name: _____ Mobile No: _____ Home Ph.: _____

(Name in Block Capitals Please)

I, the Host, agree to all the terms listed above. Signature _____ Date ___/___/20__

Function Host name: _____ Mobile No: _____ Home Ph.: _____

(Name in Block Capitals Please)

Function Details				
Type of Function	Date	Start Time	End Time	Maximum No of Attendees
_____	_____	_____	_____	_____
Proposed Entertainment and requirements				
Required Facilities (please tick if required)	Bar Staff <input type="checkbox"/>	Catering <input type="checkbox"/>	Kitchen <input type="checkbox"/>	

Payment log	
Booking Deposit (refundable)	€ 50.00
Booking Fee	€ 50.00
Total	€100.00

2 cheques for €50.00 is considered an appropriate method of payment.

Internal use only:

Date receipt of application

Date of House Committee approval

House Committee Rep Signature