



Flushing Sailing Club CIO



New Quay ● Trefusis Road ● Flushing ● Falmouth ● TR11 5TZ
Charity No. 1182993

Booking Policy

1. FSC is primarily a Sailing Club therefore there should be no bookings that conflict with normal functioning of the Club – Tuesday and Friday evenings all year and Saturday afternoon during the sailing season.
2. All bookings will be vetted by the Management Committee.
3. There will be a limit to the number of functions per year to maintain the integrity of the club.
4. As FSC is a charity, Hirers will be asked to cover the cost of their usage.
5. Function hirers will need to be members at the point of enquiry to benefit from a reduced rate.

Classes and Community (non-social): £7.50 per hr

Meetings: £25.00

Functions: Parties (Part day) £25 per hr (incl set up time)

Weddings (Whole day) £300.00 + bar takings + £100 hire of bar staff
£50 discount for members £100 deposit payable at booking

Corporate Training Days: £100.

Community (Social) Use: £25 + bar takings (+£100 deposit)

Sailing related meetings: (such as PoFSA meetings): no charge.

Payments should be made to:

Flushing Sailing Club

Lloyds Bank Sort code: 30-98-97

Account No. 32308063 Reference: Hire and your name

Please forward your Booking Form to Rear Commodore House.

Info about the Club House:

Kitchen:

The clubhouse has a fully-equipped kitchen and this is available at no extra cost. There is a large cooker, microwave and commercial dishwasher and we can arrange to make refrigerator and freezer space available to you if it is needed. We keep enough cutlery and crockery for 60 covers. All we ask is that you leave the galley clean and tidy afterwards and return all washed cutlery and crockery to the shelves and containers after use. Please note that there are specific guidelines for the use of the dishwasher, these can be found on a laminated card in the kitchen. Tea towels are not provided—hirers should bring as many as necessary for their needs.

Bar:

The clubhouse has a fully stocked bar with a wide range of glassware including 48 champagne flutes.

The building has an air conditioning system for heating and cooling purposes.

In case of Accident:

The Accident Book is located in the kitchen. If an accident occurs during the period of hire, the Hirer must ensure that appropriate emergency services are contacted if necessary and the accident or incident entered in the Accident Book. The procedures defined in the Accident Book shall be followed.

The Management Committee must be advised if a major incident occurs:

1st call: Commodore – Gaye Slater 01872 275120/07929365855

2nd call: Rear Commodore House: David Mitchell 07771 563776

Access:

The club is easily accessible by wheelchair users and there is a designated toilet.

Parking:

This on street parking along Trefusis Rd., please park considerately so as not to inconvenience our neighbours.

Technology:

Enquiries relating to the use of high-tech AV facilities in the club, tv screen, sound system, computers, broadband, etc should be directed to: Rear Commodore House.

Terms and conditions:

By signing the Hire Agreement Form, the Hirer agrees to be bound by the Terms & Conditions set out below.

1. Deposit:

Booking will be confirmed on receipt of the deposit and completed booking form. The full payment for use is payable 30 days prior to the date of the event. The deposit will be returned once the facilities are 'handed back' in good order.

2. Supervision of premises

The Hirer is responsible for supervision of the premises. The Hirer or his/her appointed person shall be present and in charge of the premises during the period of Hire and while any members of the public are on the premises.

No illegal activity or any activity that may invalidate any insurance policies can take place. The Hirer must comply with the law relating to gaming, betting and lotteries. The hirer is responsible for the behaviour of all guests. They must ensure the safety of all children and vulnerable adults at all times at any event. FSC has a Policy for Child Protection and Safeguarding of Young People and Vulnerable Adults. This document is on the FSC website under Downloads.

The Hirer is responsible for the care of the fabric and the contents of the building and will make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

The Hirer shall ensure that for events for 11 to 17 year old groups, a ratio of not less than one adult to six young people is applied.

18 years old is the minimum age for hiring the Clubhouse.

3. Electrical Appliance Safety

The Hirer must ensure that any electrical appliances brought onto the premises are in good working order and used in a safe manner. FSC will not accept any responsibility for any inconvenience or loss that may occur due to a power failure caused by faulty or misused electrical equipment brought onto the premises or by a general 'power cut'.

4. Fire Precautions and Safety Considerations:

A fire-risk assessment for the known hazards has been carried out by FSC.

The Hirer must make themselves familiar with the location of the fire extinguishers and the instructions for use, fire alarms, emergency exits and fire doors. The Hirer is responsible for informing all those using the premises of the position of the emergency exits. Improper operation of the Fire Alarm or extinguishers will result in the automatic loss of the deposit.

Fireworks are not allowed, either for internal or external use. Highly flammable substances must not be brought onto the Premises. No decorations of a combustible nature are to be put near light fittings or heaters. Smoke machines may not be used.

The Hirer shall ensure that no unauthorised heating appliances are brought on to the Premises. Portable Liquefied Propane Gas (LPG) heating appliances must not be used.

To comply with Fire Regulations, hirers must do an accurate count of the number of persons on the premises at any one time. The maximum capacity, specified on the booking details, for seating and occupation of the rooms must not be exceeded.

Equally users are reminded that the Club house is located on a listed quay that has no railings, guests should be warned of the hazard that this poses and children should be supervised at all times. There is a life belt situated at the top of the slipway steps.

5. Licensable Activities:

The Hirer shall be responsible for compliance with the Club's Premises Certificate (in accordance with the Licensing Act 2003) In particular:

(i) Alcohol sales will cease by 23.00 and guests will leave by 23.30.

(ii) The premises shall not be used for public music, singing or dancing or other entertainment of any kind except between the hours of 2pm and 11pm subject to the

restrictions imposed by the conditions below (Note: classes and other activities which are not “entertainment” are not covered by this clause)

(iii) Noise emanating from the premises shall not be excessive or cause a nuisance to inhabitants of the neighbourhood.

(iv) If alcohol is to be sold a member of FSC Management Committee must manage the bar. Arrangements for this need to be made at the time of booking

(v) The Hirer shall ensure that all entertainment or activity stops immediately and everybody requested to leave the premises in the event of any situation arising which is likely to prejudice public safety.

6. Property and insurance:

The Management Committee cannot accept liability for any loss or damage to property brought to the premises in connection with any hiring.

Although FSC holds public liability insurance, the Hirer is responsible for arranging insurance to cover legal liability arising out of third party loss, injury or damage in connection with their activities unless a member of the club is present.

Instructors holding classes should have their own Indemnity insurance.

The Hirer agrees to indemnify the Management Committee against any claims or proceedings which may be made arising from the use of the premises or by reason of the act, omission or default of the Hirer

Checklist for end of hire

Hirers are requested to, please:

- Please leave the building and its contents tidy and in good order
- Take *all* refuse home
- Leave no articles on the premises
- Return furniture to where it was found
- Check that all lights and kitchen appliances are turned off and the heating system turned down N.B. Dimmable lights need to be dimmed before they are turned off.
- Leave the dishwasher empty and clear of any food debris
- All windows, all doors, internal and external are closed and locked as appropriate.
- Leave quietly after evening bookings, and be aware of neighbours.

The Management Committee hopes you enjoy using the Clubhouse and would be pleased if you could pass any comments, or suggestions for improvements, to the Rear Commodore House:

David Mitchell: 07771 563776 manddmitchell28@yahoo.com

revised April 2023