



Cushendall Sailing and Boating Club (CSBC) - Member's Event Booking Policy

Purpose

This policy outlines the conditions under which members of Cushendall Sailing and Boating Club (CSBC) can book the main hall and related club facilities for private events.

A private event is classified for example as:

- Birthday party
- Christening
- Funeral
- Family gathering
- Fundraising event

An event where there is an open invitation to the general public such as a political rally is not considered a private event.

1. Eligibility

- Members must have annual membership fees fully paid
- The standard hall hire fee for members of all classes is £50 per booking

2. Full members offer

- Each full member is entitled to book the main hall for one private event per calendar year free of charge
- This offer is available exclusively to the following member classifications of CSBC:
 - Life members
 - Senior full members

- Full members
- This full member offer is not open for wedding receptions which can still be booked but at the standard rate
- Any additional bookings beyond this allowance will be subject to the standard hall hire fee of £50 per booking for full members for the remainder of the calendar year

3. Booking process

- All bookings must be made through the club's event booking site:
<https://bookwhen.com/csbc>
- To avail of the full member annual offer please select the appropriate option at the time of booking
- Bookings will be accepted on a first-come, first-served basis, subject to hall availability
- Members must complete all required booking details, including the nature of the event and expected attendance

4. Conditions of use

- The member making the booking is responsible for ensuring the event complies with all club rules and policies
- The hall must be left in a clean and tidy condition after use
- Any damages or additional cleaning costs incurred as a result of the event will be the responsibility of the booking member - a charge of £100 plus costs may be levied
- The booking member must be present at the event and is accountable for the conduct of their guests
- Any catering organised for the event is fully the responsibility of the member booking the event
- If the Kitchen is used by external caterers a catering charge may be levied, Minimum 10% of the catering cost, plus energy costs if the food is prepared on site (via metered readings)
- No drink is to be served by the host except via the club bar

5. Cancellations and amendments

- Members are encouraged to cancel or amend their bookings as early as possible to allow other members the opportunity to use the facility
- Cancellations should be processed through the event booking site

6. Review and Amendments

- This policy will be reviewed periodically by the CSBC management committee and may be subject to change

For further information or queries regarding hall bookings, please contact the CSBC committee (committee@csbc.co.uk)