



## **South Port Sailing Club Members Special Occasion Application Policy on Members use of Clubhouse**

Members may, subject to approval of South Port's Board of Directors, use the clubhouse and grounds for family occasions such as birthdays, anniversaries, showers and the like. Upon approval, the member will be subject to the follow terms and conditions:

- Only Full, Senior Social, Senior Emeritus, and Life Members will be allowed to book the clubhouse.
- The member requesting the use of the club must be present at the affair to be held, and is responsible for insuring that the Club's property is protected and cleaned up after the event.
- A nominal fee will be charged and a security deposit will be required. The security deposit will be refunded provided there is no damage and the site is restored to a clean and tidy condition.
- No fees may be charged to the guests for the event, and no beer, wine or liquor may be sold.
- While the member will be allowed to use the facilities, other members not associated with the event may not be excluded from using the facilities as well. Other members will be encouraged to respect the event in progress and not infringe on their space.
- The member using the Club should provide all necessary supplies for the event and remove any unused material and garbage. Kitchen equipment, dishes, glasses, cups, cutlery etc., may be used but must be washed and put away after the event.
- If beer, wine or liquor is to be served, the member must make certain all liquor laws are adhered to.
- A member wishing to use the Club facilities should check with the Social Chair to see if the date and time is available before completing an application in writing to the Social Chair.
- The member making application is solely responsible for the conduct of their guests and the well being of the Club's facilities.

I \_\_\_\_\_ a member in good standing of South Port Sailing Club, acknowledge reading the policy on members use of the club premises for special occasions and agree it will form part of this contract.

Dated \_\_\_\_\_ Witnessed by \_\_\_\_\_

## South Port Sailing Club Members Special Occasion Application

Each "member special occasion application" will be reviewed by the Executive, and the member will be notified by telephone. (Special arrangements may be made for notification in the event it is a surprise)

Application Date \_\_\_\_\_

Members Name \_\_\_\_\_

Telephone Number Days \_\_\_\_\_ Evenings \_\_\_\_\_

Notification arrangements \_\_\_\_\_

Type of Function \_\_\_\_\_

Date of Function \_\_\_\_\_ Time \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Number of Guests \_\_\_\_\_

Fee for Function :    1-25 people = \$50.00 + HST (\$56.50)  
                              26-50 people = \$100.00 + HST (\$113.50)  
                              51+ people = To be determined by the Executive

Cheque /Cash \_\_\_\_\_ Paid to \_\_\_\_\_  
(Circle one of the above)

Date \_\_\_\_\_

Required Deposit    \$250.00 (refundable following function, provided there are no damages and the site is restored to a clean and tidy condition)

Cheque/Cash \_\_\_\_\_ Paid to \_\_\_\_\_  
(circle on of the above)

Date \_\_\_\_\_

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\_\_\_\_\_ has been \_\_\_\_\_ for the use  
of the Clubhouse/grounds as listed above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Date Members was notified \_\_\_\_\_