



THE ROYAL
MOTOR
YACHT CLUB



FUNCTION ROOM BOOKING FORM

*All functions must be organised and attended by the member sponsoring the booking. The member will be fully responsible for the behaviour and actions of their guests. **The member must attend all times and be the first to arrive and last to leave.***

Members Name _____

Tel No: _____

Email: _____

Other Contact Details: _____

Date of Function: _____ Time: _____

Function Type: _____

No. in Attendance: _____

Function Room: **Edinburgh Suite - Edinburgh Room - Mountbatten Room**

Acknowledgement of Conditions of Use (overleaf)

Signed _____ Dated _____

A Cover charge will be added based on final numbers booked:

	Members Events	Sponsored Non-Member Events
15 – 25 Covers	£3.50 Per cover	£4.00 Per cover
26 – 49 Covers	£3.00 Per cover	£3.50 Per cover
50 – 79 Covers	£2.50 Per cover	£3.00 Per Cover
80 +	£2.00 Per Cover	£2.50 Per cover

Use of Burse Room for setting out Buffets: Cost £75 Please tick if required

Use of the Gun Deck for pre-function receptions: Cost £75 Please tick if required

All shown charges are inclusive of VAT @ 20%. VAT will be charged at applicable rate at time of invoice.

CONDITIONS OF USE

The rooms are available to: -

1. Any member for personal birthdays, wedding receptions, anniversaries etc. and for relatives who are not members but whose functions are being *sponsored* by a member.
2. Members hosting sailing class associations, sail and motorboat prize giving and other Yacht Club gatherings in furtherance of non-profit making association with boating interests.
3. Members sponsoring non-commercial, non-profit making groups, charities and associations.
4. Members sponsoring business related, functions – please note;
 - *No signage or promotional material should be on display at the Club*
 - *No financial transactions or commercial activity must take place at the Club*
5. The RYA/PYRA/PYA (two free meetings each per year), other non-commercial maritime groups agreed by the Commodore and General Manager but will be charged the published price or part thereof.
6. RMYC sponsored charity group's two free meetings each per year, further use by consent at published prices.
7. Only the General Committee can agree any change to the list of user groups or to the number of occasions allowed.

Booking Procedure:

- In the first instance, please check availability with the Club Administration Office.
- Pre-booked Club Social Events will always take precedence.
- Bookings cannot normally be confirmed until the Club programme is set for the corresponding period.
- Wedding Receptions and other such functions with a long lead time should be discussed with the General Manager who will confirm available dates having verified availability with Social Chairman.

Payment and Cancellation Policy:

- A Deposit of £100 is required to confirm the Mountbatten room or £200 to confirm the Edinburgh Room or Suite and an invoice will be raised to the sponsoring member at the time of a booking being made and once settled the receipt will become the booking confirmation. This can be made out in the name of the sponsoring member or in a Company name if required.
- The Deposit is non-refundable for cancellations made within 4 weeks of the date of the function.
- Once final numbers are confirmed 7 days out from function date this is final and cannot be amended. The final confirmed number is what you will be invoiced for and payment must be made within 14 days
- Members must ensure enough funds are held on their Club account to cover any personal costs on the night.
- *Please note: Members' beverage discounts do not apply to private functions.*
- A Surcharge of 10% will be added to all drinks purchased from the Function Bar

Catering Arrangements:

Once the function has been confirmed you will liaise with the Restaurant Manager regarding your catering, drink and layout requirements -please call 01202 707513.

Please Note: 7 days' notice is required for confirmation of final guest numbers, any special dietary requirements, layout requirements and guest's menu choices.

Guest Policy:

The sponsoring member must always be present and is responsible for the behaviour of their guests.

A list of names and address of *all* non-members who are attending must be supplied to the office 48 hours in advance of the function. (An exception will be granted for members' memorial services)

It is the responsibility of the sponsoring member to ensure guests are advised of the Club's dress code and policy relating to mobile devices.

Car Parking:

The RMYC has very limited parking. A very limited number of guest permits may be available, but these must be obtained by the member sponsoring the function at least 7 days prior to the event. During peak times and weekends NO guest permits will be issued, and guests will be required to park in the adjacent roads. For large events, it may be necessary to arrange coach or ferry transport for most guests and this should be agreed at the time of booking with the General Manager. In addition, the Club may require the sponsoring member to be responsible for the cost of car park management.

Music:

If music is required, please inform the General Manager. The Club cannot undertake the booking of musicians. The Club may be able to provide a keyboard at a small additional cost. Authorised music can only be played up to 23.45 hrs. (Extensions may be available).

Accommodation:

The Club has 2 double and 2 single cabins available for members and their guests.

All cabin bookings carry a minimum cancellation policy of 48 hours, any cancellation inside 48 hours will be charged at full rate

It may be possible to reserve these at the time of function booking.

In addition, it may be possible to book a room to allow for the purpose of changing or storage.

Please refer any enquiries to the General Manager or the Office.