



Mylor Yacht Club Ltd

Hire Policy

1) Policy

- a) Ordinarily, the club should be always available to members. Applications for Club Hire should only be accepted if there is no conflict with use of the club by members attending pre booked events. Bookings should not normally be accepted for Bank Holidays and peak summer weekends.
- b) Exceptions to (a) should only be considered if the hire opportunity is exceptional and proposed fees are significantly more than the standard hire charges detailed in this document. Under these circumstances the Manager must seek prior approval from the Rear Commodore before committing to a booking. The Rear Commodore may choose to consult the House Committee (HC) before confirming agreement.
- c) Bookings for dates beyond the available published calendar of club events should not normally be accepted. However, by exception (b) The directors or HC may choose to sanction such bookings
- d) Club hire events must meet the requirements of the Club's Fire Risk Assessment Policy, Health and Safety requirements and lease.
- e) There must always be a responsible person in charge of the event to open the Clubhouse, supervise and to close the club at the end of the event. This person must be fire-trained and will normally be the Club Manager, a Club employee, or a suitably trained MYC member. Only MYC trained personnel shall operate the bar.
- f) The hire charge will include the services of any required Club staff and the cleaning costs associated with the event.
- g) Members may self-cater or use an approved caterer. Non-members may only use an approved caterer. Both self-caterers and outside caterers must meet the requirements of the Galley policies.
- h) Music must not be heard more than 50 metres from the Clubhouse and music providers must supply the Club with a written assurance that they accept that sound volume levels are under the control of the Club.

2) Club Manager and HC Committee responsibilities

The Club Manager shall be responsible and have the authority to agree a hire contract that falls within the standard hire guidelines and for carrying out the following actions.

- Receive enquiries.
- Check availability
- Submit quotation based on standard charges
- Negotiate with the hirer within the parameters of the hiring policy
- All quotations must state that they are subject to the Rear Commodores approval. Such approval will be conditional upon all details such as checks on caterer's insurance or galley induction being completed in accordance with this policy.
- Submit a Hire Contract giving all details and receive the Agreement duly completed by the hirer.
- Submit the invoice (copy to Treasurer + file). Check payment received at least 14 days prior to the event.
- Arrange such staff, services and supervision as the Club agrees to provide.
- Check condition of clubhouse after event and handle return of deposit if appropriate.

3) Charges and categories of hire

- a) The Club Manager shall only have discretion to vary these terms for non-member hire within parameters agreed with the Rear Commodore or another director.
- b) Hire charges are influenced by:
 - a. Whether the hirer is member or non-member of the club, the number of participants and staff required, the period and category of hire. If a category of hire is not listed the Manager must seek the approval of the Rear Commodore prior to issuing a quotation.
 - b. If there is any preparation required prior to the hire period, this must be supervised by Club staff whose time must be paid for at cost by the Hirer.
- c) All drinks are to be supplied through the club bar. Hirers may provide their own drinks but a corkage charge (as determined by the House Committee) will be levied.
- d) Deposits are payable prior to the event and are fully refundable subject to any damage and all listed prices are subject to VAT

Tariffs

Event	Member	Non- Member	Deposit
Small party maximum <40 people	£178.00	£504.00	50%
Medium party 41-70 people	£250.00	£756.00	50%
Large party 71-100 people	£315.00	£1008.00	50%
Chart room 14 people maximum	£100.00	£125.00	n/a
Members commercial booking per half day	£40.00	n/a	n/a
Wake/Funeral tea	No charge	£380.00	n/a

Day Hire of the Penrose Room and bar service including services of the Club Manager and/or staff and the use of the galley by approved caterers is subject to the Rear Commodore discretion dependant on the nature and scope of the event.

Sailing related events: to be negotiated according to the size and nature of the event.

The Chart Room and Penrose Room may be let to parties such as POFSA (where the club has an interest) free of charge for small day-time meetings or seminars, subject to circumstances. The responsible person in charge may be a MYC committee member or club paid staff member

Charity fund-raising: If an event is deemed by House Committee to be a non-club event, then it is to be regarded as a private hire with charges as above.

Agreement Number:

AGREEMENT Made on Date BETWEEN

Mylor Yacht Club Ltd (The Club) and

WHEREBY The Hirer will have the use of the Premises on the date booked for the specified Function, for the Period, for the Price and with the use of facilities and otherwise on the terms set out in the schedule below and subject to the terms and conditions overleaf which are deemed part hereof:

THE SCHEDULE

- Function type:
- Event Date:
- Hire Fee:
- Number of Guests:
- Guest Arrival time:
- Set Up Time:
- Who to set up?
- Breakdown Time:
- Who to breakdown?
- Area(s) Booked:
- Equipment/rooms Required:
- Access to be via:

SIGNED:

.....
Mark Briggs Manager MYC

.....
Hirer

.....
Print Name Position if a representative

GENERAL TERMS AND CONDITIONS

1. Payment

- 1.1. The Hirer will pay a security deposit and the hire price to Club not less than fourteen (14) days prior to the Date Booked. If the Hirer fails to do so the booking will be deemed to be cancelled.

2. Damage

- 2.1. In the event of damage to the club or its contents. The Club shall be paid by the Hirer the cost of repairs or replacement of furnishing and / or equipment damaged at the function and be entitled to recoup the cost thereof from their Security Deposit or directly from Hirer.

3. Hiring Charges

- 3.1. The Hirer will pay the fee (plus vat if applicable) for hiring the Club with fifty per cent (50%) of the Fee as a non-refundable deposit upon signature of this hire document and receipt invoice.
- 3.2. If the Club is not in receipt of this payment within seven (7) days of signature it reserves the right to cancel the booking
- 3.3. The balance of the Fee is due not later than fourteen (14) days prior to the hire date. If the balance is not paid as in 3.2 the club reserves the right to cancel the booking & retain the deposit as in 3.1
- 3.4. All payments are to be made by debit/credit card or direct bank transfer to the Club at the bank account.
Account Name: Mylor Yacht Club Ltd Account no 00014872 Sort Code 40 – 52 – 40
- 3.5. Subject to no damage, the deposit value will be refunded to the hirer by bacs or credited back to payment card.

4. Members

- 4.1. Members may self-cater or use one of the Club's approved caterers. If self-catering any person using the galley must have been assigned the use of a Club approved caterer.
- 4.2. Both self-caters and outside caterers working in the Club premises must comply with the Club Health and Safety Policy, Food Hygiene requirements and complete any documentation required.

5. Bar

- 5.1. Unless previously agreed, all drinks both alcoholic and non-alcoholic must be purchased via the Club bar. When agreed in advance, hirers will be allowed to bring in their own wines at a corkage fee of £3.00 per bottle.
- 5.2. The corkage fee is to be paid in advance and any corkage paid on unopened bottles will be refunded.
- 5.3. All wines that have been brought in will be managed and dispensed by the Club Bar Staff.
- 5.4. The club can put together special drinks packages on request. Any drinks package ordered is to be paid for in advance.
- 5.5. Any tabs that are set up during a hiring are to be paid for at the end of the event, a card will need to be retained by the bar staff.
- 5.6. For evening events the Club bar will close at 23:00 and the premises must be vacated by 23:30

6. Service

- 6.1. The hirer will have the use of: Electricity, heating. hot water and toilets

7. Equipment

- 7.1. The Hirer will only have access to and the use of items listed in the Hire Agreement.
- 7.2. No electrical equipment shall be brought onto the Club, unless approved in writing in advance.
- 7.3. Any piece of electrical equipment, given prior approval, that requires connection to mains will need a valid PAT certificate which must be forwarded with the written request for approval.

8. Music Licence

- 8.1. The Club will purchase appropriate licenses.
- 8.2. Bands providing dance music must play with the doors to the terrace and all windows kept closed whilst music is being played. Solo, duo playing "Mic may perform from the "D" stage in the bar area.
- 8.3. The Club's entertainment licence states that music must not be heard more than 50 metres from the Clubhouse House and music providers must supply the Club with a written assurance that they accept that sound volume levels are under the control of the Club. Music must stop at 23.00 and the Club vacated by 23.30

9. Musicians

- 9.1. Musicians booked to play in the Club using amplification must have a current PAT certificate for any equipment connected to the mains and current Public Liability insurance to a value of £3m. Certificates for the PAT, PLI certificates must be provided to the club at least 14 days prior to the event. If musicians do not provide this information by the appropriate date, they will not be permitted to play at the event.

10. Car Parking

- 10.1. Individual guests are responsible for their car parking and paying the relevant fees to MYH.

11. General

- 11.1. Due to the wooden flooring in the club, stiletto heels are not permitted to be worn, this is due to the potential for damage for which the hirer will be
- 11.2. No confetti will be allowed inside or outside the Yacht Club

Mylor Yacht Club Ltd
Mylor Churchtown,
Falmouth
TRI 1 5UF

Revised May 2023