



## Medway Yacht Club Room Hire

Training Centre Room:

Name of organisation: \_\_\_\_\_

Date of booking: \_\_\_\_\_

Name of organiser: \_\_\_\_\_

Number of people: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Type of event: \_\_\_\_\_

**I have read and understood the terms of hire:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

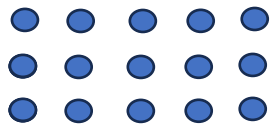
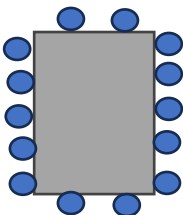
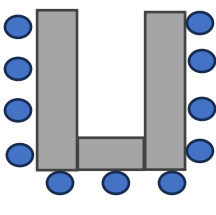
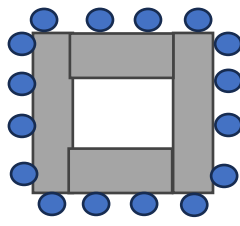
**Date:** \_\_\_\_\_

Catering required: Yes or No

Catering available. Please speak with us about your individual needs.



Please indicate which layout you would like or we can of course set the room as you would like.

Theatre	Board	U- Shape	Hollow Square
			
Lecture Room	20	15	15
Theatre	40		

Included in price:

- Audio Visual Equipment
- Whiteboard and pens
- Pens and paper
- Carparking

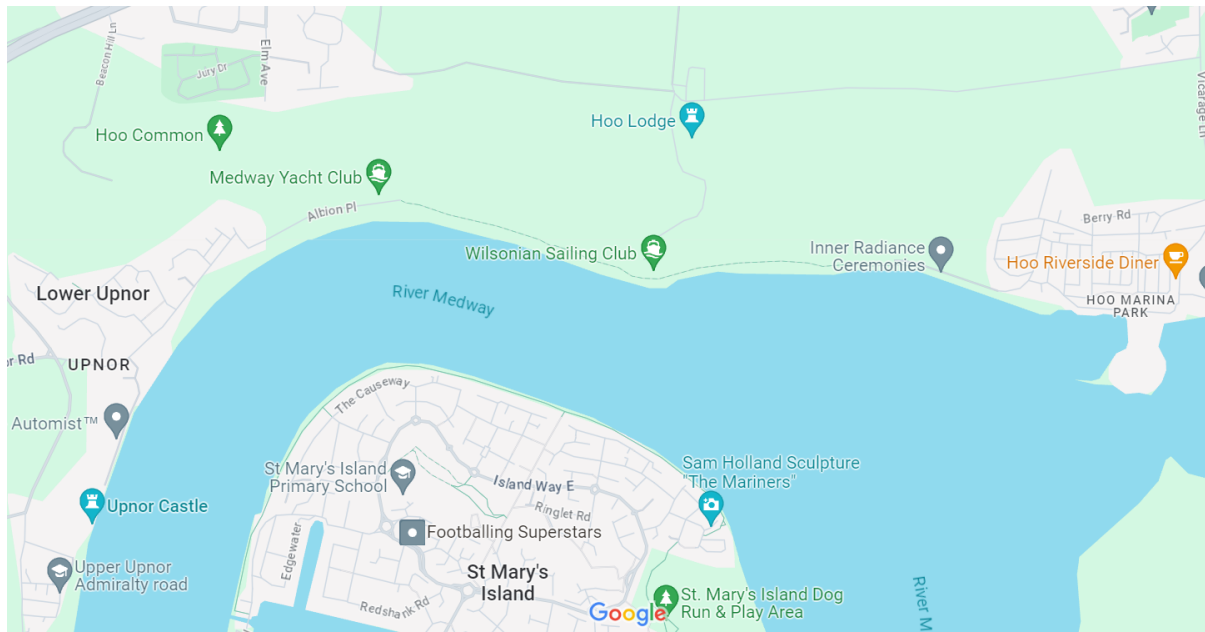
## Pricing

All prices are exclusive of VAT

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly
	0900-1700	0900-1700	0900-1400	0900-1700	0900-1700	
	Half Day	Half Day	Half Day	Half Day	Half Day	Half Day
	£95	£95	£95	£95	£95	£95
	Full Day	Full Day	Full Day	Full Day	Full Day	Full Day
	£185	£185	£185	£185	£185	£185
Tea and coffee	£1.95pp	Per serve				
<b>Changing Room</b>						
Period	Full Day	Full Day	Full Day	Full Day	Full Day	Full Day
	£92	£92	£92	£92	£92	£92
Period	Half Day	Half Day	Half Day	Half Day	Half Day	Half Day
	£48	£48	£48	£48	£48	£48



## How to find us



Sat Nav post code: ME2 4XB

Bus: Nu-venture 197 from Chatham Waterfront Station, through Strood & Rochester Railway Station

Railway stations: Rochester, Strood and Chatham

Car: Close to the M2 At Junction 1 take the A289 exit, continue to Hasted Rd, at 4 Elms Rd take 2<sup>nd</sup> exit to Wulfere Way A289 continue to Sans Pareil Rd take 1<sup>st</sup> exit to Berwick Way A289, turn left onto Upnor Road club is at the end of the road past the old youth centre complex.



Parking is indicated above, please walk along to the office (turn left) up the stairs, past the clubhouse to the training room as set out above.



## Terms and Conditions

1. Cancellation
  - a) By the hirer
    - i) While most functions operate as planned, there are occasions where, due to unforeseen circumstances, the hirer has to cancel. It is advised that an insurance policy is taken out to cover any charges payable due to cancellation of the event.
    - ii) All cancellations must be made in writing to the manager of the venue. The booking shall not be considered as cancelled until written confirmation is received from the hirer.
    - iii) Final numbers (food only) must be confirmed and the final balance settled 7 days prior to the event. Should the hirer cancel following this date, 100% of all monies (food and beverage only) paid will be retained.
  - b) Medway Yacht Club (MYC)
    - i) In the case of an emergency, MYC reserves the right to cancel any booking at any time, and MYC shall not as a result incur any liability for breach of contract.
    - ii) Any charges paid by the hirer will be refunded in the event of such a cancellation, but MYC will not be responsible or be liable for any other expenses incurred by the hirer either directly or indirectly as a result of such a cancellation.
2. Payment of charges
  - a) The room hire charge (only) is taken as payment at the time of booking and will be refunded less the administration fee (£25) if a written cancellation notice is given at least 96 hours prior to the booking taking place.
  - b) The booking remains unconfirmed until written confirmation is sent by MYC to the hirer.
  - c) Any final (food and beverage) balance must be paid 7 days before the date of the event.
  - d) All bar accounts must be settled in cash or by credit/debit card on the day of the event.
  - e) Any late payment of charges by the hirer will be subject to daily interest equivalent to the Bank of England base rate + 5%.
3. Confirmation of numbers
  - a) Final (food & Beverage) numbers must be confirmed at least 7 days before the date of the event.
  - b) For all functions with catering, food should be ordered for 100% of guests.
  - c) The children's menu is available for children aged 12 and under.
  - d) Where catering on site is available, no third party may provide food or beverages without prior written permission from MYC.



4. Damage, loss or injury

- a) The hirer shall ensure that the hired area is completely vacated and left in a tidy/orderly condition at the end of the period of hire.
- b) The hirer shall be responsible for and shall pay MYC on demand the amount of any damage done to the fixtures, fittings, apparatus, equipment or other contents of the site resulting from the actions of the hirer or any guests of the hirer.
- c) MYC shall not be responsible for any loss of, or damage to, any property or any person attending the site during the period of hire.
- d) The hirer shall indemnify MYC against any claim which may arise, or which may be made by any person attending the site during the hire period, and shall if necessary or if required by MYC insure against such loss or damage to a limit notified in advance.
- e) The hirer agrees to MYC being the sole judge of damage done and the amount thereof and to pay for any article belonging to MYC lost or missing during the hire period.
- f) Subject to a risk assessment by MYC, a suitable refundable Damage Deposit will be payable to cover:
  - i) damage;
  - ii) additional work caused by rooms being left in an unacceptable condition;
  - iii) if the hirer does not vacate the room by the agreed time.
  - iv) failure to comply with the conditions of hire.

5. Alterations and fittings

- a) The hirer shall not alter, disconnect, or in any way interfere with the electric or other fittings within the site.
- b) Any electrical appliance supplied by the hirer must be maintained in a safe condition and correctly installed and be suitable for the voltage and loading of the electrical installation of the site. The hirer is wholly responsible for the safety of such appliances at all times whilst on the site and for any injury caused to any person. All portable electrical items must have a clearly identifiable PAT (Portable Appliance Test Label) dated within 12 months of the event.

6. Maximum accommodation

- a) The hirer agrees that the maximum number of people allowed in each area is determined by MYC and that this figure will not be exceeded.
- b) MYC shall have the right to exclude from the site any persons in excess of the maximum.

7. Parking of cars

Under no circumstances will MYC accept responsibility for the loss or damage to any vehicle or any article left therein/on, whilst on the premises.

8. Exits and gangways



Under no circumstances must any fire exit doors or fire routes be impeded by chairs, tables or any other item.

9. Times

- a) Start and finish times of all events must match those agreed on the booking application.
- b) If the site is not vacated at the appointed time a charge will be levied.

10. Regulations

The hirer shall observe and in all respects comply with statutory requirements and those of competent authorities regulating the use of the site.

11. Insurance

Hirers must ensure that any second party employed by them, e.g. mobile DJs, have public liability cover to the value of at least £1,000,000 (one million pounds). A copy of the insurance certificate must be forwarded to the site before the function date.

12. Dogs

No dogs or other animals (except Guide Dogs) shall be brought into or be allowed to enter the interior of the site unless by prior arrangement with the manager.

13. Termination

Upon any breach of these conditions by the hirer, the manager may terminate the event with immediate effect and MYC will not be liable for any claim for compensation by the hirer.