



**SUSSEX YACHT CLUB**  
FOUNDED 1892

85-89 Brighton Road  
Shoreham-by-Sea  
West Sussex  
BN43 6RF

Telephone:  
Members' Bar:  
Web Site:  
E-mail:

01273 464868  
01273 453717  
www.sussexyachtclub.org.uk  
secretary@sussexyachtclub.org.uk

## Sussex Yacht Club Hire Booking Form

<b>Date of Hire</b>		
<b>Function Description</b>		
<b>Room(s) Required</b>		
<b>Function Start/Finish Times</b>		
<b>Prior Access Time Request</b>	Yes / No    Time Requested:	
<b>Max No of Attendees</b>		
<b>Services Required</b> (Please tick)	<input type="checkbox"/>	Room Hire Only
	<input type="checkbox"/>	Room Hire & Bar
	<input type="checkbox"/>	Room Hire, Bar & Food
	<input type="checkbox"/>	Soft Drinks/Biscuits etc
	<input type="checkbox"/>	Other (please specify) .....
<b>Food Choices</b> (Please tick)	<input type="checkbox"/>	Buffet
	<input type="checkbox"/>	Sit Down Meal
	<input type="checkbox"/>	Other (please specify) .....

*Please note we will require advance written notice of any special dietary or requested additional services. These requirements will be attached to this booking form and should be provided as soon as possible.*

**NAME OF HIRER:** .....

**CONTACT NAME** (if corporate or similar): .....

**Contact Address:** .....

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**Contact Email:** .....

**Mobile No/Home No:** ...../.....

<b>ID RECEIVED</b> (non-members only)	<b>Yes / No</b>	Date:
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<b>DEPOSIT</b> (£300 or 30%)	£	Date Pd:	
<b>BALANCE OF DEPOSIT</b>	£	Date Pd:	
<b>BALANCE</b>	£	Date Due:	Date Pd:
<b>DAMAGE DEPOSIT</b>	<b>£300</b>	Date Due:	Date Pd:
<b>TOTAL PAID</b>	£		
Damage deposit repaid	<b>Yes / No</b>	Date Pd:	
<b>Name of Payee</b>			

**Please note that Parking is extremely limited at Sussex Yacht Club and any function hire does not include parking. There are various public car parks within walking distance.**

Please also note that standard cleaning of the accommodation is included in the price. However, should the Steward deem - in their absolute discretion - that additional cleaning is necessary due to condition the Club has been left in by the Hirer, such additional costs will be charged and deducted from the Damage Deposit

**Please read our Terms & Conditions of Hire before signing.**

**The Booking Form and our Terms & Conditions are legal documents.**

**Signed :** ..... **Date:** .....

**Print Name:** .....

Form Received By: ..... Date: .....