



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 ensuring that the Club's property is protected and cleaned up after the event.
- A nominal fee will be charged for the rental and the member agrees to cover the costs of any damage to the property or equipment incurred during their rental as well as any extra cleaning costs needed after the event.
- 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 or email. (Special arrangements may be made for notification in the event it is a surprise)

Date of Application _____

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 = \$52.00 + HST (\$58.76)
 26-50 people = \$105.00 + HST (\$118.65)
 51+ people = To be determined by the Executive

Accepted forms of payment. Please choose one.

_____ Cheque made out to South Port Sailing Club

_____ cash

_____ e-transfer to spscetpayment@gmail.com (You will need a security question and answer, please send the answer and reason for the transfer via email to spscetpayment@gmail.)

Please drop off forms and payment (cheque or cash) to the club office as soon as possible to guarantee your date.

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

Signed _____ Date _____

Date Members was notified _____