



Salt Spring Island Sailing Club
152 Douglas Road
Saltspring Island, BC V8K 2J2
vice_commodore@saltspringsailing.ca

CLUBHOUSE BOOKING REQUEST

Member name		
Contact info	Phone:	Email:
Booking date	1 st choice:	Alternate:
Event schedule	Start time:	End time:
Event host	<input type="checkbox"/> SISC Club event <input type="checkbox"/> Private party <input type="checkbox"/> Group event for _____ (name of organization)	
Event description		
Event will include Check applicable boxes	<input type="checkbox"/> Music <input type="checkbox"/> Food service <input type="checkbox"/> Licensed bar service	
Facilities required Check applicable boxes	<input type="checkbox"/> Clubhouse <input type="checkbox"/> Grounds <input type="checkbox"/> Both <input type="checkbox"/> Kitchen facilities	
No. of attendees	(maximum expected)	

Booking a Function

Use of Sailing Club facilities for events, meetings and other functions – whether hosted by SISC or an outside private party – must be requested and approved in advance to get booked on the Clubhouse Calendar. SISC makes its facilities available for certain types of private functions when sponsored by a Club member who agrees to be personally responsible for compliance with Club Conditions of Use. Approval for use of the facilities, and reservation of dates, are at the discretion of the Club. Donations to SISC for use of facilities are appreciated. Please ask the Clubhouse Organizer for a schedule of suggested gratuities. **Please note: this Use Request is NOT a booking until confirmed by the Clubhouse Organizer.**

Conditions of Use

Liquor Service at Events – If liquor will be served at an event, a Special Occasion Liquor Permit is required from the Government Liquor Store, and liquor liability insurance must be obtained. For non-SISC private events, the liquor permit and insurance must be issued in the sponsoring Club member's name. *Do not apply for a liquor permit or insurance until your Clubhouse Calendar booking date is approved.* Copies of these must be provided to SISC before the booking can be confirmed.

Types of Events Permitted – Only private functions can be hosted at SISC facilities. This may include events such as weddings and private parties, meetings, dinners or other not-for-profit functions. For-profit events, political functions and use for commercial purposes will not be approved.

Attendance Rules – For non-SISC private events, maximum attendance is 50 people.

Care of Facilities and Neighbourhood Courtesy – No smoking is permitted anywhere inside the clubhouse. All Club furniture must be returned to its original location after use, and the clubhouse and kitchen must be left in a clean and tidy state. All windows must be closed, all doors locked and all garbage removed from the premises. If the facilities (both clubhouse and grounds) are not adequately cleaned, a charge may be levied to reimburse the Club for clean-up. Courtesy to SISC neighbours is expected, including control of noise and music volume.

Sponsoring Club Member Responsibilities

For non-SISC events sponsored by a Club member, the member agrees to be responsible for compliance with all Conditions of Use, and must be in attendance at all times during the function. **I have read the Conditions of Use and agree to be responsible for compliance with these terms during the use requested if this application is approved.**

Signature

Print Member Name

Date