

**Royal Anglesey Yacht Club**

Event Booking Form Mary Burton Suite

|  |  |
| --- | --- |
| Date of event | Type of function |
| RAYC member? | Yes No |
| Name | Signature |

|  |
| --- |
| Address  Post code |

|  |  |
| --- | --- |
| Tel. No. | E mail |

|  |  |
| --- | --- |
| Number of guests |  |
| Time when access will be required (for setting up) |  |
| Event start time |  |
| Event finish time |  |
| Catering provided by |  |
| Number of bar staff required (up to 2) |  |
| Table linen required (£5 per table cloth) |  |

|  |  |
| --- | --- |
| Other requirements | |
| Deposit **£75**  Booking Fee **£60** (member)  **£120** (non-member)  Cleaning **£20**  Please send two cheques, one for the deposit and one for the booking fee **plus** the cleaning charge (this is compulsory). The deposit cheque will be returned or destroyed after the function. | Please complete this form and send with the **TWO** cheques (made out to R.A.Y.C.) to:  RAYC  6/7 Green Edge  Beaumaris  Anglesey  LL58 8BY  Please note that the RAYC will provide up to two bar staff (depending on function size) at no extra charge |

The booking is provisional until the completed form and full payment has been received and the date confirmed.

The room may be used for christening celebrations, funeral teas, private celebrations and parties

**All** drinks consumed on the premises **must** be purchased from the RAYC and parties are not permitted to bring their own drinks into the club. The RAYC can supply a large range of both alcoholic and non-alcoholic drinks, if you have special requests please get in touch prior to your engagement and we will make every effort to accommodate your wishes.

Please note the maximum number for seated functions is 48.

Our fire regulations recommend no more than 60 in the Mary Burton suite due to fire exits, the floor strength and possible stress caused by dancing. There may be insurance implications should these limits be exceeded.