

The Royal Thames Yacht Club

Terms and condition for events



Bookings

Bookings must be confirmed in writing. A confirmed booking constitutes formal acceptance of these terms and conditions.

Bookings are not taken as confirmed until the client has supplied written confirmation to the Events department and T&C's signed & returned.

Provisional bookings should be confirmed or released within fourteen (14) days of the initial provisional booking being made. There is no guarantee that unconfirmed provisional bookings will be held for the client after this period.

Deposit and Payment

Deposit: The RTYC operates a 2 tier deposit system - An initial deposit of total Room Hire quoted is required to confirm your event within 14 days of making a provisional booking.

At least 7 days prior to the event taking place, the Events Coordinator is informed of the expected numbers. At this time, the food and beverage charges for all guests are to be paid in full.

After the event has taken place, the organiser will be sent an invoice via email and post with the summary of the bill, and any outstanding charges.

All accounts not paid within 30 days will be liable for a 25% per month surcharge until paid.

Room Hire rates are updated effective on 1st April annually. Bookings are charged at the rate prevailing on the date for which the booking has been made, and not the date upon which the booking was taken.

Events charges cannot be paid through Members' accounts or direct debits. They can be paid via BACs, cheques addressed to the Royal Thames Yacht Club, or credit card.

Cancellation Charges

In the event the organiser cancels a confirmed booking, the following cancellation charges will apply:

After holding a function room for 3 months or more: 100% of all room hire charges.

Less than 28 days written notice: 100% of all room hire charges and 25% of catering charges.

Less than 2 weeks written notice: 100% of all room hire charge and 50% of catering charges

Less than 72 hours written notice: 100% of all room hire and catering charges

Catering Services

Final confirmation of numbers of guests must be notified to the RTYC Events department three (3) working days in advance of the event and it is this number that will be charged for.

Requests for special diets & vegetarian meals must be made, at the latest, by the time of confirming final numbers. Such meals will be provided at no extra charge, (excluding requests for kosher meal). Any extra requirements on the day will be charged accordingly.

Late charges will be incurred when events run past 11pm, including wages for staff working longer than their contracted hours, and taxis for them to get home if they are no longer able to take a safe mode of public transport.

General

Clients are responsible for the orderly and safe conduct of their event and for ensuring that contractors, agents and guests do not interfere with any other persons use and enjoyment of the facilities.

Clients are responsible for ensuring that all electrical and ancillary equipment that they bring on to the premises meet current statutory safety standards.

Nothing is to be attached to any walls or the Club's furniture and fittings. Display screens can be provided.

Room Layout

The arrangement of tables, chairs and displays will be discussed with the client and every effort will be made to meet their requirements. Unless a particular room setting is specified, the room will be prepared in the standard way for events of a similar kind. It may not always be possible to make major changes at short notice, but every effort will be made to accommodate last minute requests.

Any equipment belonging to the Club including cables, laptop, projector, is to be signed for and remain the responsibility of the clients for the duration of the event. Any losses or damages will be charged for in full.

Damages, Breakages and Unacceptable Behaviour

The following conditions apply to indemnify the Club when clients and their guests fail to treat the Club and belongings with due care and attention. We are also obliged to consider members and guests arriving to attend follow on events, and it is of paramount importance to us that each new arrival receives the same service, facilities & level of cleanliness.

Clients and their guests are responsible and liable for any breakages or damages they cause to any part of the premises, accommodation and its contents including the car park, land and associated parts.

Any incidents are to be reported to the Events Manager as they occur. While we do not normally charge for minor accidental breakages we will charge for the full cost of all other breakages, missing items and for the replacement and/or making good of any damage.

There will be a minimum charge of £100 for soiled bedding, towels, carpets, furnishings and décor caused by, but not limited to: vomit, food and drink stains, blood. The Club will also charge in full for any lost bedroom nights resulting from any such damage and incidents mentioned in these conditions.

Excessive noise, unruly and threatening behaviour and the like which causes inconvenience and discomfort to other guests and/or staff will not be tolerated. Such behaviour will result in the offending person/s being asked to leave the Clubhouse and vacate the premises.

Equipment & Materials belonging To the Client

The RTYC will not be liable or responsible for any equipment or materials which are brought onto the premises by the client, and additionally reserve the right to refuse to accept onto the premises any items of a toxic or combustible nature.

Rubbish

It is the client's responsibility to clear the function rooms of any litter that they have brought for the event. In the event that this is undertaken by the RTYC, a charge may be levied accordingly.

Entry in the Club

Upon arrival guests will be greeted by the reception team and directed to the appropriate cloakroom and private function room.

Dress Code

Guests are expected to maintain a standard of dress in conformity with the tradition and atmosphere of the Club. Smart dress is required for all private events. Gentlemen must wear smart shirt and trousers (jacket and tie not required) and smart shoes. Ladies must dress appropriately.

Mobile Devices

Mobile devices may not be used anywhere in the Clubhouse, including the deck, to make or receive calls. Mobile devices may be used in 'silent' read only mode.

Telephones/Conference Calls

A telephone service – 'at a unit charge' – is available through extension phones via the RTYC reception. A conference call facility is available but clients are responsible for arranging and setting up the conference call.

Photocopying

Photocopying facilities are available on the premises for small amounts of copying at a cost of £0.20 per A4 sheet.

Fire

In the event of a fire or any other emergency the fire alarm (continuous sounding of the alarm) will be activated. The Club staff will assist in the evacuation of the building, escorting guests to the assembly point. Event organisers must make themselves familiar with all fire escapes prior to the start of their event.

Disabled Access

The Clubhouse is disabled friendly. Please contact the Events department or RTYC Reception for details.

Smoking

Smoking is only permitted at the eastern and western extremities of the deck until 23:00 daily. Alternatively, smoking is permitted on the front forecourt to the immediate right of the main entrance.

Guest Lists

The Events department will require a guest list for all events with ten (10) or more attendees. Guest lists are required for safety regulations, and these will remain confidential.

Please sign and return:

Signature:

Print Name:

Today's Date:

Name of your Event:

Date of Your Event: