

SANDAKAN YACHT CLUB

MEMBERS' PRIVATE PARTY REQUISITION FORM

Name of Member Bar No

Date of Party Time

No. of Members/Guests.....No. of Children

No. of Bar Staff Required Venue Required

Specific Requirements

.....

Approved By:

.....
Signature of Member

Date

.....
(Committee)

Date

The following terms & conditions apply:-

- 1) Two weeks notice is required for the function and this form duly submitted to the Club's office for approval.
- 2) To pay a fee of **RM30** as private function levy which shall be refunded only if bar and caboose charges exceed a sum of **RM500.00** for the function.
- 3) To provide a Guest List as per Club's Rule 13.
- 4) To provide guest's vehicle registration numbers, if parking facility is to be used. The parking facility remains exclusively for "MEMBERS ONLY" and this facility will be extended to guests if unutilized by members. The member's unavailable the member shall inform guests to find alternative parking outside the Club premises.
- 5) If additional Bar Staff is required the member shall bear all overtime for each additional staff at a rate of RM10.00 per hour. Should staff be required after 12.00 midnight, the same rate is applicable for all remaining staff. If additional staff is not requested for, the member accepts that the Club will not be responsible for any shortfall in services extended for the function.
- 6) Inform the Club Office for the drinks required as per Bar Check List. Drinks brought to the Club for consumption shall be subject to corkage or any other levy as per that displayed at the Bar.
- 7) The member shall reimburse for any damages or breakage to the Club's property/(s) damages or broken by the member or guests/(s) at the function.
- 8) A Surcharge of RM100 will be imposed if electrical appliances brought in by any member or guest that may render additional electricity usage by the Club.
- 9) The following equipments are available for rental :
 - a. Computerized Karaoke - RM250.00
 - b. AV Sound System - RM100.00
 - c. Projector and Screen - RM100.00
- 10) Prior to the function the member shall maintain a credit balance in his/her account of RM500.00.
- 11) Should the desired venue for the function be unavailable for whatever reason the Club shall determine an alternative area as it deems suitable.

Note: The Requisition of the function is subject to approval by the Management of the Club.