



Waldringfield Sailing Club

Guidelines for Event Organisers utilising Club Rooms and the Galley

March 2019

Guiding Principles

- We encourage members and Classes to make use of the Clubhouse.
- Private events do need to make a financial contribution to cover the running costs of the Galley and the Clubhouse. This will be incorporated into the Clubhouse Hire Charge – Contact Club Secretary for details
- The event organiser may hire the services of our regular caterer(s) or (subject to approval from a Flag Officer) another suitably qualified caterer, or arrange the cooking amongst suitably qualified members.

Two Pricing Models

There are two recognised pricing models: the first is simpler for an occasional or first-time event organiser; the second is more suited to regular Club-run events run where pricing can be based on experience.

In both cases, you may wish to build additional costs into your event ticket price to raise further funds for the Club, or to cover other expenses you incur (such as entertainment or decorations).

Model 1: Catering costed on a per-head basis

For this model you simply agree with the caterer a cost per head for the provision of the food. The budget will vary depending on your requirements: you might decide a low cost is essential; on another occasion you might choose to budget more for a more sophisticated meal.

Model 2: Catering costed on time and ingredients

This model is used for many of our Club events: the ingredients are paid for and the Chef is paid an agreed fixed price for their services.

You should agree with the Club Chef the target budget per head for ingredients, based on your requirements

Deciding upon a ticket price is more difficult in this model, as the exact costs are not known up-front. Consequently this model is more suitable for regular events where the organiser can use previous experience to decide a price based on expected sales.

In this case, the Event Organiser risks making a loss if fewer tickets are sold, but a larger surplus if sales are higher than anticipated.

Step-by-step guide

The key steps to take when organising an event include:

1. Contact the Club Secretary (secretary@waldringfieldsc.com) to check whether the Clubhouse and Galley are available, and to agree a booking. If it is not a Club/Class event, there will be a charge for using the Club. If the event is open to Club members, ask to have it included in the online Club calendar.
2. Contact the Galley Liaison (galley@waldringfieldsc.com) to discuss your catering requirements. The Galley Secretary will put you in touch with one of our regular caterers if that is appropriate, and help you meet your catering needs.
3. Bar: if you want to use the bar, make sure that you have one or two people to run the bar who are familiar with how it works (if unsure how it works please speak to the Rear Commodore - rearcommodore@waldringfieldsc.com). Please note that our licence does not permit paid help. Also liaise with the Bar Manager (via the Club Secretary) to ensure there is sufficient stock for your needs.
4. Contact the Club Secretary or a Flag Officer to make sure that you have access to the Clubhouse before the event and that someone will be available to lock up afterwards. You may need to need to ask a Key Holder to assist.
5. Contact the Rear Commodore if you are likely to leave the Club in a state where an extra cleaning of the Clubhouse is required. This must be planned and budgeted for (approx. £50).
6. Organise sufficient people who are prepared to stay behind at the end of the event to tidy up, put everything away and ensure the Clubhouse is left in an orderly state ready for the next activity.
7. There is an expectation that waste/rubbish will be taken away and disposed of appropriately.

If you have any questions please contact either the Club Secretary or the Rear Commodore – one or both are often in the Club when there is sailing going on.