

SSC Events Procedure.

If you would like to organise an event, please complete the [booking form](#) on the club website with details of your proposed event, including any dates that you would prefer. If this is a fundraising event, please indicate who you are raising funds for.

Your dates will be checked to ensure that they do not clash with any other planned events and your request will be passed on to the committee.

You will be notified as soon as the committee has reached a decision. If agreed, your event will be published on the club website and will be included in the regular “News and Coming Events” newsletters that are sent out to all members. It is important that you let the events team have as much information as possible, to enable them to best publicise your event.

A poster will also be put on the club noticeboard, you can do this yourself, or one can be provided by the events team.

If you need people to book for your event a booking form can be placed on your events page, when someone submits a booking you will get an email immediately. If your bookings reach your maximum number from this and other sources, please let us know and we can lock the online booking form. Your club poster can also include a booking form, or you can restrict bookings to the website, the choice is yours.

All events requiring payment must be made through the till. Please advise us of the cost as soon as possible, to allow it to be entered on the till. Please send an account of your expenses to treasurer@shotleysailingclub.uk along with your bank details and the treasurer will pay you by BACS.

If it is a fundraising event for an outside organisation, the funds will be paid directly to them, on behalf of Shotley Sailing Club. Please provide payment details to the Treasurer when you submit your account.

Exceptions to be a quiz, race night etc where all entry fees are given out on the night as prizes.

Please leave the clubhouse, kitchen, BBQ etc clean and tidy.

Any questions, please [email the events secretary](#).

Please note:

The use of the club house is not exclusive and will still be open to other members during the duration of the function.

SSC is a members only club, only members and their guests are allowed to attend events.

SSC Committee
