

Celebration  
of *Life*



## THE VENUE

Medway Yacht Club is a perfect setting for reflection and remembrance.

We know that planning any event can be a difficult task. With that in mind we aim to support and help with our experienced team. We will guide you through all of the necessary arrangements to ensure that your event is an absolute success.

Should you have any questions or if you wish to view our venue, please do not hesitate to contact us. We would be delighted to hear from you.

## RIVER CANAPÉS

- ❖ Prawn Cocktail Shots
- ❖ Goats Cheese & Beetroot Chutney Blinis
- ❖ Smoked Salmon, Whipped Dill Cream Cheese Crostini
  - ❖ Roasted Fig & Blue Cheese Tart
- ❖ Brandied Chicken Liver Pate with Red Onion Marmalade Bruschetta
  - ❖ Blue Cheese, Bacon & Pear Skewers
- ❖ Beef & Horseradish Crème Fraiche Mini Yorkshire Pudding
  - ❖ Welsh Beer Rarebit, Toast
  - ❖ Halloumi & Roasted Pepper, Toast
  - ❖ Mini Cocktail Sausages, Hoisin Sauce

Choose 4 for £11

Extra choice £3.65 per person

### OPTIONAL EXTRAS

Large bottles of sparkling or still water £3.75 per bottle

Tea and coffee £1.95pp per person

**Prices are per person**

**Please inform us if anyone has any allergies**

# SAXON FINGER BUFFET

\*£0.40 per person surcharge on these items

Chicken Satay Skewers\*  
Chicken Goujons  
Smoked Salmon on Sourdough\*  
Mini Sausage Rolls  
Honey & Mustard glazed Cocktail Sausages  
Crisps  
Gourmet Chips  
Vegetable Spring Rolls (v)  
Onion Bhajis (v)  
Mini Pizzas  
Brie Wedges

Hand Cut Sandwiches (choose 4 fillings)  
Egg Cress, Tuna, Cheese & Chutney (v), Ham & Tomato,  
Curried Chicken, Beetroot, Hummus (VE), (V)

Tomato, Mozzarella and Basil Skewers (V)  
Crudities with a Selection of Dips (v)  
Cheese and Onion Quiche  
Quiche Lorraine  
Fruit Sticks

Select 11 choices for £16.95

or

13 choices for £18.95

## OPTIONAL EXTRAS

Assortment of Mini Cakes & Pastries £8.95

Large bottles of sparkling or still water £3.75 per bottle

Tea and coffee £1.95pp per person

**Prices are per person**

**Please inform us if anyone has any allergies**

# UPNOR AFTERNOON TEA BUFFET

## SANDWICHES

- ❖ Egg Mayonnaise & Watercress (v)
- ❖ Smoked Salmon & Cream Cheese
  - ❖ Coronation Chicken
- ❖ Cheddar Cheese & Chutney (v)

## SCONES

Traditional Plain & Fruit Scones  
served with Cornish Clotted Cream  
& a selection of Jams

## CAKES AND PASTRIES

A Selection of Cakes & Pastries

## OPTIONAL EXTRAS

Large bottles of sparkling or still water £3.75 per bottle

Tea and coffee £1.95pp per person

**£19.95**

**Price is per person**

**Please inform us if anyone has any allergies**

## HIRE CHARGES/PRICES

### FUNCTION HIRE CHARGES

Under 40 people	£100
Functions 41+	£160

### WHEN TO PAY

The non-refundable hire charge is paid to secure the booking.

See Terms and Conditions for further payment information.

# WHERE WE ARE

Sat Nav post code: ME2 4XB

Bus: Nu-venture 197 from Chatham Waterfront Station, through Strood & Rochester Railway Station

Railway stations: Rochester, Strood and Chatham

Car: Close to the M2. At Junction 1 take the A289 exit. Continue to Hasted Rd. At 4 Elms roundabout take 2<sup>nd</sup> exit to Wulfere Way, A289. Continue to Sans Pareil Roundabout and take 1<sup>st</sup> exit to Berwick Way, A289. Turn left onto Upnor Road. Club is at the end of the road past the old youth centre complex.



## THE SMALL PRINT

Medway Yacht Club hereafter referred to as 'the Club' and yourself as 'the hirer'.

1. External hirers of the Club must be aware that use of the clubhouse/bar venue is not exclusive. Members are permitted to use the Dragon Bar when it is open. A hire fee is due at the time of booking as confirmation of booking.
2. Minimum number for functions is 25. Maximum number for a sit-down meal is 100, standing 120. Should numbers not reach the minimum required then a charge of £25 per person will need to be paid to make up to the minimum requirement.
3. The Club reserves the right to cancel and refund a booking. If in the unlikely event the Club needs to cancel a function, the Club will always try to ensure plenty of notice is given.
4. Final payment, choices, numbers and allergy details must be with us no later than 14 days prior to the event date.
5. No refunds will be given for cancellations with less than 14 days' notice.
6. All hire costs are non-refundable at point of payment. The hire fee and any reasonable administration costs will be kept should there be a cancellation outside of the 14-day notice period.
7. If the hirer is a member and paying for the function in full themselves, they can get a 50% discount off the hire fee if 50% of the guests are also members.
8. We will provide temporary membership to all non-member guests for a function in accordance with Club Rules.
9. Class events are exempt from the hire fee and receive a 10% discount off food only.
10. All prices inclusive of vat\*.
11. The hirer is welcome to bring a celebration cake, but no other food or drink is to be brought onto the premises without the express written permission of the General Manager.
12. Table linen is included in the hire charge.
13. If hiring a DJ or band, we are required to obtain a copy of their liability and electrical testing certificates.
14. Our kitchen will always contain a trace element of nuts and other allergens.
15. Finish times: Monday to Thursday & Sunday 23:00 on a Saturday & Sunday 00:00.
16. The hirer will during the period of using be responsible for supervision of the use of the premises, the fabric and contents, their care, safety from loss or damage however slight or change of any sort, and the behaviour of all persons from their group using the premises, whatever their capacity, including proper supervision of car parking in all areas designated by Medway Yacht Club, to avoid obstruction to MYC members' boats, dinghies and cars.



17. The hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may be injurious to the interests of Medway Yacht Club or endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon not previously purchased from the Medway Yacht Club bar.

18. Medway Yacht Club shall not be liable for any loss or damage to the property of the hirer or those attending the event or those providing goods and/or equipment for the event. Medway Yacht Club shall have no liability under the occupier's liability act. The hirer is recommended to be fully insured against any loss or damage to property and any death or injury to persons.

19. The Club reserves the right to charge the hirer/event attendees for any damage to the club premises or property.

20. The hirer shall comply with all conditions and regulations made in respect of the premises by Medway Yacht Club, the fire authority, local authority, the local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Gambling is not permitted anywhere on the premises.

21. At the end of the use the hirer shall be responsible for leaving the premises and surrounds, including toilets, in a clean and tidy condition, and any contents temporarily moved from their usual positions properly replaced. Medway Yacht Club shall be at liberty to make an additional charge to cover cleaning, redecoration, breakages, loss and damage.

22. In the event of the premises or any part thereof being or becoming unfit for the use for which it has been arranged, Medway Yacht Club shall not be liable to the hirer for any loss or damage whatsoever.

23. Smoking is not permitted inside any of our venues.

24. The grass bank in front of the clubhouse is out of bounds.

25. Dogs are not allowed anywhere at Medway Yacht Club (with the exception of guide dogs).

26. Children must always be properly supervised and must not be allowed to stray away from the premises into the boat parks, onto trolleys, boats, tractors, and other equipment or onto the pontoon or slip ways.

Please sign below and return a copy to Medway Yacht Club.

Requested Date.....

Time of arrival.....

Time for food service if different from above.....

Hire Charge.....

Area required (please circle):

Event area with bar open

Training room

Library training room

Bar area only

Refreshment Choices: (circle chosen options)

Canapes

Saxon Buffet

Upnor Afternoon Tea

Tea & Coffee

Bottled water

Mini cakes (served with Saxon Menu)

Number of Guests to be catered for .....

Tea & Coffee Number (if different from above).....

Name (Printed).....

Signed.....

Date signed.....

**Office Use only**

---

On behalf of Medway Yacht Club Name. Once signed return copy to client.

Hire charge paid Date.....

Name Printed.....

Signed.....

Position .....