



# Orkney Sailing Club

THE GIRNEL, HARBOUR STREET, KIRKWALL, ORKNEY. KW15 1LE.

## GIRNEL BOOKINGS

All private function bookings are subject to Committee approval

- The hire of any function area in the Girnel is £20 per hour.
- For functions with under 25 guests – The lounge bar may be used upon approval of Management Committee..
- For use of the kitchen facilities an additional £10 will be added to the final statement.

### Terms and conditions for function bookings

- The cost of using the upstairs function suite is £20 per hour.
- Payment will be in advance of the event and is fully refundable if the event is cancelled
- It may be requested that door stewards be provided if required.
- To ensure that only INVITED guests attend the function.
- To ensure that all non-member guests sign the Guest Book.
- Booking is only confirmed by contacting the booking administrator as mentioned below
- A list of intended guests MUST be forwarded to booking administrator a minimum of 21 DAYS prior to the function (address below).  
**\*\*\*\*\*NB Failure to comply may result in cancellation of the function\*\*\*\*\***
- Functions must not be advertised in local media, without the consent of the Management Committee.
- Keys will be provided for access to the Girnel, and must be returned within 3 days of the event. (Can be obtained from the Commodore, Mr David Clouston or Bookings administrator)
- Where food is prepared or consumed on the premises, all areas must be left clean and tidy.
- The person making the booking is fully responsible for any damage caused during the event
- Failure to leave the club in a clean condition will result in a cleaning charge

Where the function falls on a regular open night, access to Club members is not restricted.

Orkney Sailing Club encourages the use of club premises for members' use. The above rules are necessary to stay within the Club Constitution and Licensing Laws, and also to ensure everyone's enjoyment of the club is not restricted by others.

MANAGEMENT COMMITTEE  
Revised April 2018

-----  
BOOKING FORM – To be returned to the bookings secretary, at address below by A.S.A.P

<b>Member's Name</b> .....	<b>Function Date</b> .....
<b>Address</b> .....	<b>No of Guests</b> .....
.....	
.....	
<b>Contact Tel No</b> .....	<b>Duration</b> .....

I/We accept the terms and conditions above and have enclosed the correct fee.

Signed .....

Bookings Administrator: - Katie Ross - [orkneysc.bookings@gmail.com](mailto:orkneysc.bookings@gmail.com)  
Orkney Sailing Club  
The Girnel,  
Harbour Street,  
Kirkwall  
KW15 1LE