

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

**GIRNEL BOOKING APPLICATION FORM**

**All private function bookings are subject to Committee approval**

Orkney Sailing Club encourages the use of club premises for members’ use. The rules below 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.

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

**Responsible Person: …………………………………………… Category: Member/Charity/Non-member**

**Address: ………………………………………………………… Mobile no: ……………………………………**

**Email address: …………………………………………………………**

**Function Date: ……………………………… Function Time: Start…………………. Finish…………………**

**Description of function (eg private birthday party): ………………………………………………………………**

**Expected Number of guests…………………….**

**Function room required:** Upstairs hall / lounge bar/ kitchen **Number of bar staff required: ………………**

**Terms and conditions for function bookings**

* 1. Management Committee reserve the right to refuse any booking application
	2. Hire rates will be in accordance with the table below.
	3. Payment can be in advance, at the event or by invoice.
	4. You may be requested that door stewards be provided at your expense if required.
	5. A list of intended guests MUST be forwarded to booking administrator a minimum of 7 days prior to the function (address below).
	6. Only invited guests are to attend the function.
	7. Maximum Upper hall capacity = 85 persons, Maximum Lower bar capacity = 75 persons
	8. Booking is only confirmed by contacting the booking administrator as mentioned below
	9. Functions must not be advertised in local media, without the consent of the Management Committee.
	10. Keys will be provided for access to the Girnel and must be returned within 3 days of the event.
	11. Where food is prepared or consumed on the premises, all areas must be left clean and tidy.
	12. The person making the booking is fully responsible for any damage caused during the event.
	13. Failure to leave the club in a clean condition will result in a cleaning charge.
	14. All decorations, food etc must be removed from the Girnel by 1pm the day following the event.
	15. No 18th birthday parties are permitted.

**I have read and accept the terms and conditions above.**

**Signed: ………………………………………. Date: ……………………………**

**Completed Booking Form to be emailed** to the bookings administrator, Katie Ross at orkneysc.bookings@gmail.com – Note: emails are only checked occasionally so a response may take a few days.

OSC Management Committee – July 2023

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**OSC Hire Rates for The Girnel 2023**

1. Select **Category**
2. Select **Area required**
3. Read off **Hire** charge
4. Add cost of required number (if any) of paid **bar staff** per hour (qualified OSC members may serve the bar themselves free of charge)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Area required** | **Hire Flat Rate £** | **Hire £/hour (0 bar staff)** | **+ 1 bar staff £/hour** | **+ 2 bar staff £/hour** |
| OSC Member  | Downstairs  | 10 | - | 12 | 24 |
| Upstairs  | 10 | - | 12 | 24 |
| Both Down & Upstairs  | 20 | - | 12 | 24 |
| Charity  | Downstairs  |  | 10 | 12 | 24 |
| Upstairs  |  | 10 | 12 | 24 |
| Both Down & Upstairs  |  | 10 | 12 | 24 |
| Non-member/ Commercial  | Downstairs  |  | 18.75 | 25 | 30 |
| Upstairs  |  | 18.75 | 25 | 30 |
| Both Down & Upstairs  |  | 28 | 38 | 45 |

Use of kitchen facilities (for cooking/serving of hot food) will incur an additional **£20** charge.

**Examples:**

1. Member, Downstairs, 2 hours, no bar staff: flat rate £10 = £10

2. Member, Upstairs, 3 hours, 1 bar staff for 2 hours: flat rate £10+(2x £12) = £34

3. Non-member, Upstairs, 6 days, no bar staff: 6x8x £18.75 = £900

4. Non-member, Both Down & Upstairs, 4 hours, 2 bar staff: 4x£45 = £180

5. Non-member, Downstairs, 10 hours, 1 bar staff: 10x £25 = £250

6. Member, Downstairs, 4 hours, no bar staff, use of kitchen facilities: £10+£20 = £30

7. Charity, Upstairs, 2 hours, 1 bar staff, cooking/serving food: 2x£12 +£20=£44

8. Charity, Downstairs, 4 hours, 1 bar staff, buffet food brought in: 4x£12 = £48