

## **Orkney Sailing Club (The Girnel) – Private Function Booking Instructions**

The Girnel (upstairs) is available to hire for private functions, below is a list of regulations to support the successful running of functions.

Capacity of The Girnel is 100 people. There should be no more than 100 people invited to a function.

A booking form will be completed prior to the function, and will be returned no later than 1 week prior to the function date.

No birthday parties under 21 years are permitted.

Members or Associate Members of Orkney Sailing Club are deemed to be the 'responsible person' and will take responsibility for any (unlikely) damaged to the club during a function.

In the event that a booking is made for a non-member of Orkney Sailing Club, they will nominate a responsible person whose details will be held by Orkney Sailing Club and in the event of problems this person is deemed responsible.

Each function will have a list of names of invitees.

There is no fee to an Orkney Sailing Club member to hire The Girnel if they provide their own voluntary staff. Staff can be provided though on an hourly rate basis.

Non-member fees for hiring The Girnel will be set at £20 per hour. This includes bar staff, consumables and the cleaning of the club post function.

Bar staff will arrive 30mins prior to the start time of the function. This will allow bar staff time to stock the bar and ensure it is fully operational by the allocated start time of the function.

Staff will stay 30mins after all invitees have left to tidy/clean the function room.

Where these guidelines vary is the occasion that the Sailing Club is being hired for charitable purposes, i.e. a sports club race night. On these occasions OSC will ask for a volunteer club member to cover the bar. The charity will make a donation of £10 to cover running costs, (lights, toilet roll, heating etc).

The Orkney Sailing Club Social Committee is:

- Ian Hutchison
- Raymond Hutchison
- Kay Hume
- Michael Miller
- Dave Stevenson
- Davie Bruce
- Lorraine Bruce
- Harky Hutchison
- David Clouston
- Lee Thomson