

**THE CRAMOND BOAT CLUB**  
**RIVERSIDE, CRAMOND, EDINBURGH EH4 6NY**

**0131 336 1356**

**www.cramondboatclub.org.uk**

**BOOKING FORM FOR PRIVATE FUNCTION**

**Club Member making booking and responsible for function**

Name \_\_\_\_\_

**Name of person holding function (if different from above)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ E-mail \_\_\_\_\_

**Event details**

Date \_\_\_\_\_ Please allow 4 week's notice,  
6 weeks if occasional licence required

Time from \_\_\_\_\_ to \_\_\_\_\_

Purpose \_\_\_\_\_

Approx no. attending \_\_\_\_\_

Facilities required Hall \_\_\_\_ Kitchen \_\_\_\_ Bar \_\_\_\_ Other \_\_\_\_\_

Please note that the kitchen is not normally available for the exclusive use of a function and may be required for normal bar catering.

I agree to pay the hall charge of £\_\_\_\_ (see over) for the use of the facilities plus a deposit of £150.

The latter will be refunded upon confirmation that the hall and kitchen have been left in a clean and tidy condition and no damage has been incurred.

I agree to pay the charge of £12 per hour for each extra bar staff, as required.

(This should be paid in advance along with the booking fee and refundable deposit)

I agree to keep to the regulations for private functions as listed overleaf.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Cheque enclosed for £\_\_\_\_\_

**PLEASE RETURN FORM TO THE CLUB SECRETARY AT THE ABOVE ADDRESS.**

For more information – email: [secretary@cramondboatclub.org.uk](mailto:secretary@cramondboatclub.org.uk)

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## **REGULATIONS FOR PRIVATE FUNCTIONS**

### **Hire Charges**

Day rate (e.g. children's parties, coffee mornings, afternoon tea events, meetings, etc): **£30**

Evening rate (e.g. birthday/anniversary parties, dances, music events, dinners, etc.): **£60**

### **Loss or damage**

The Club accepts no responsibility for the loss or damage of property brought onto the premises. Appropriate public liability insurance should be in place for any professional services associated with the event (e.g. music band, disco etc.). Any portable electrical equipment brought into the hall by the hirer must have been portable appliance tested (PAT).

### **Bar License**

Provided sufficient notice is given ahead of the event (at least 6 weeks), the Club can apply for an occasional license for the bar (the hirer will cover the Council's charge – currently £10). This will permit non-members to consume alcohol on the premises without being signed in as visitors.

In the absence of an occasional license, every non-member being supplied alcoholic drinks must be signed in and accompanied by a member. The maximum number of guests any one club member can sign in at one time is 10.

### **Use of Facilities**

The kitchen facilities should only be used for food preparation and/or as a servery area with a person present who holds a current Food Hygiene Certificate. Smoking (including e-cigarettes) is not permitted anywhere inside the Clubhouse. All fire exits should be kept clear at all times. The maximum number attending an event must be no more than 100.

### **Finishing time**

Music and other forms of loud entertainment must finish by 12.00 midnight.

If the bar is in operation it will be closed at 11.00 pm. Everyone should be off the premises by 1.00 am at the latest – depending on the agreed timetable for the particular event.

Please ensure your guests do not make excessive noise on leaving – there are private houses directly adjacent to the Clubhouse.

### **Cleaning**

The function room and kitchen (if used) must be cleaned and tidied before 12.00 noon the following day. All furnishings, etc should be returned to their normal locations. Any areas elsewhere in the clubhouse temporarily used for storage should also be cleared. All rubbish should be removed.

### **Refundable Deposit**

The deposit will be returned after the premises have been inspected, less any costs incurred for additional cleaning or replacement/repair of any damaged items.

**All cheques should be made payable to “Cramond Boat Club”**

July 2016