

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 (payable to 'Cramond Boat Club') enclosed for £ _____

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

For more information – email: secretary@cramondboatclub.org.uk

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.

Where a bar service is required a charge will be payable for additional cover required outside normal opening hours. More than one bar staff should be considered for larger events.

The hirer and guests shall not supply their own alcoholic drinks. Exceptions may apply (eg. bulk wine for a dinner party with a corkage charge applied) but should be agreed with the Secretary or Bar Convenor prior to booking.

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.

The hirer and guests must not drag furniture or any other items across the wooden parquet flooring in a way that causes damage to the floor surface. Similarly, nothing should be attached to the walls using adhesives, nails or pins in any way that causes damage.

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.