

# The Grange Club

## Hire of Facilities - Booking Application Form

Please tick the facilities requested.

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Longroom       | <input type="checkbox"/> Kitchen       | <input type="checkbox"/> Dining Tables    | <input type="checkbox"/> Projector & screen |
| <input type="checkbox"/> Lounge         | <input type="checkbox"/> Storage prior | <input type="checkbox"/> Dining Chairs    | <input type="checkbox"/> Television         |
| <input type="checkbox"/> BBQ Grass area | <input type="checkbox"/> Table Linen   | <input type="checkbox"/> Background music |   |

Note : facilities such as the grass area is subject to availability.

Please provide a brief description of the event, such as '*buffet with ceilidh and disco for 80-100*'.  
Please also provide access detail where possible, such as '*wish to have access from 4pm to set up*'

It is strongly recommended that the Hirer meets 'on site' with the Club Manager in advance to discuss requirements. However, some basic information designed to assist is noted below.

- 1) **Bar** – The Club typically stocks: white & red wine, 2 draught beers, 2 draught lagers, bottled lagers and ciders, Guinness surger, soft drinks and a wide range of spirits. A draught beer costs between £3 and £3.80, bottles of beer at £3.20 with wine at £2.40 for a small glass and £4.80 for a large glass. Bottles of wine can be purchased for £14. Corkage on Non-Grange wine is £6 per bottle. Sparkling wine (typically Prosecco or Cava) is also stocked. A standard measure (35ml) and mixer (G&T etc) is £2.80. Cans of soft drink are £1.00 each. Hot drinks are not generally provided however, if this is a requirement, please advise in advance. Last orders at the Bar are called at 12:45am. Guests should vacate the premises by 1.15am. **N.B** Prices could be subject to variation between the date of booking and the function itself.
- 2) **Long Room & lounge** – The Long Room and Lounge can be made into a single room or kept as two separate rooms. The Club has rectangular tables and dining room chairs for 60 although both rooms together can cater for up to 80 sitting down and up to 150 standing up. The rooms can be decorated although the type of decoration should be agreed with the Club Manager. The bar itself cannot be decorated. Background music can be played via ipod or laptop, and through television speakers. These are suitable for background music but not for a disco. The room should be cleared of decorations by 1am. This can be done by the Club at an extra charge to be agreed in advance.
- 3) **Kitchen** – the kitchen contains a variety of equipment, but prior viewing is highly recommended. The Club can suggest caterers if required. It is the Hirer's responsibility to ensure the kitchen is clean and tidy after the event. This must be done on the night of the event (before the bar closes). If the Hirer wishes the Club to clear up, this can be arranged in advance for an agreed extra charge.
- 4) **Band / Disco** – There are sockets for a band or disco. However, the Hirer is recommended to check in advance that the power facilities are suitable. No music is permitted after 12:45am.
- 5) **Other**
  - There is a partially covered area outside the Long Room where Smoking is permitted.
  - All toilets are on the Ground floor. Function areas are on the First floor.
  - There are no baby changing facilities.
  - The Club has only a small car park. Accordingly, it is recommended that guests do not bring vehicles.

# HIRE CHARGES

(Long Room/Lounge and Kitchen only – additional facilities may incur an additional charge)

<b>Members</b>	Sunday-Friday	Deposit of £175	<b>(returnable unless event cancelled within 4 weeks of event date)</b>
	Saturday		£175 (incl VAT)
<b>Non Members</b>	All days		£285 (incl VAT)
<b>Corporate</b>	By arrangement and subject to requirements		

Day- time, part day- time, use of BBQ or outside areas only are subject to individual charges to be agreed. All charges are subject to the terms and conditions set out below

## Terms and Conditions

- 1) A deposit of the whole hire charge must be paid within 7 days of booking. This is non- returnable if the booking is cancelled within 4 weeks of the function date.
- 2) Payment of extra costs (eg corkage, extra staff, bar tabs, etc) to be settled on the evening of the function unless an alternative, prior arrangement has been made with the Club Manager.
- 3) Access on the day of function is subject to availability and agreement with the Club Manager.
- 4) The Bar will be available from 6pm in the absence of any prior arrangement.
- 5) Please note that Grange Club Members are permitted to use the bar area throughout the duration of the function. The Lounge area, if required, will be available from no later than 8pm.
- 6) Setting of tables etc is the Hirer's responsibility unless by prior agreement with the Club Manager. Further equipment can be hired by the Club at extra cost.
- 7) Bands/Discos are to be organised by the Hirer
- 8) All damage and breakages will be the responsibility of the Hirer and will be charged accordingly.
- 9) The Hirer is responsible for the behaviour of his/her guests who will be expected to follow the same rules of etiquette as members. The Grange Club reserves the right to deal with non-compliance as appropriate.
- 10) The Hirer is required to give as accurate a list of guest names as possible no later than 7 days in advance of the event so we can 'sign' them in.

I confirm that I have read and agree with the above terms and conditions and wish to hire the venue.

**Date of Function:**

**Print Name:**

**Contact Telephone Number:**

**Contact Email Address:**

**Signed:**

**Date:**

Please send this form with remittance to The Grange Club, Portgower Place, Edinburgh, EH4 1HQ. Attn: Alastair Ross

Grange Contacts: Alastair Ross – Club Manager; info@grangeclub.co.uk; 07789 247 912  
Gordon Tolland – Club Secretary; tollandGo@slab.org.uk; 07854 686 218