



GREYFRIARS

outreach

arts & events

GREYFRIARS OUTREACH LTD – SCALE OF CHARGES – EVENING SOCIALS – FROM JAN 19

<u>Description</u>	<u>Charge</u>	<u>Comment</u>
<p>Hire of Greyfriars Kirk for an evening informal social event until midnight (for wedding day events see wedding reception charges).</p> <p><u>Event same-day access:</u> Furniture, tableware, catering, bar deliveries in agreement with Kirk office. Client access to Kirk from 1500, lay-up from 1530-1830.</p> <p><u>Event start time:</u> Start time from 1830 (to be confirmed) until midnight.</p> <p>Use of Kirk pantry for preparation, serving of prepared foods off site. Vacate on completion of meal and event.</p> <p><u>Departure at end time:</u> Guests' carriages within 30 minutes.</p> <p><u>Mon-Fri Morning after reception:</u> AM (times to be specified) collection catering equipment, accessories and personal items.</p>	<p>£980 Sat, £940 Mon- Fri. £1,200 Sun (plus £500.00 returnable deposit – see below).</p>	<p>Maximum numbers 250 for an informal evening social event including food, drinks and a dance/ceilidh.</p> <p>Lay-up team made up of client, family, friends, caterers. 250 blue chairs and up to 20 trestle tables included.</p> <p>City Council occasional bar licence required from client or caterer for cash bar sales. To be displayed.</p> <p>Facilities management cover throughout for preparation and event.</p> <p>Client selected caterer. NO cooking from raw meat/veg permitted in Kirk pantry. All catering equipment, guests' tableware to be hired-in. Food, equipment, waste to be taken away on completion of meal. Caterer required to visit Kirk for site visit to confirm catering and facilities plan.</p> <p>Band/disco complete. Tables cleared of all glassware and catering tableware.</p> <p>End time +30 mins: Client to arrange clearance of all table decorations.</p> <p>End time + 45 mins: Kirk staff start clean-up and preparation for next event.</p> <p>Sunday storage of hired chairs/tables (only) can be arranged for Saturday night socials for Monday pick-up. All weekday socials (including Friday) must arrange next day collections.</p>
<p>Additional set up time the day of the event.</p>	<p>£55/hr before 1500</p>	<p>Must be agreed one month in advance of event.</p>



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High Level decoration with tall ladder during set up time.	£80.00 for two hours	Only Kirk high ladders can be used and by Kirk staff. For client provided bunting, fairy lights, balloons, greenery, trees, branches etc.
Storage of up to 300 Kirk chairs	£220.00	If any blue chairs not required at sit down reception.
Extension until 0100 (guest departure by 0130)	£200.00	No extensions permitted after 0100 owing to time required to set up for next event.
<u>Returnable Deposit</u> . Covering any damage to Kirk fabric and fittings, additional excessive cleaning-up, non-contracted time for preparation and non-contracted extended departure time. Applied at discretion of Operations Manager.	£500.00	No glitter to be used in the Kirk for table decoration due to disproportionate cleaning-up time needed. Protection to floors/walls for any greenery and floral displays. No nails, pins to be used. Blue tack on pillars only. Bar area floor to be protected with tarpaulin.