



GREYFRIARS

outreach

arts & events

GREYFRIARS OUTREACH LTD – SCALE OF CHARGES –

DAYTIME AND EVENING SOCIALS – FROM JAN 19

<u>Description</u>	<u>Charge</u>	<u>Comment</u>
<p>Hire of Greyfriars Kirk for a daytime or evening informal social event. Daytime event completion by 1700; evening until midnight (for wedding social events see wedding reception charges).</p> <p><u>Event same-day access:</u> 3 hour set-up prior to event included in hire cost. Furniture, tableware, catering, bar deliveries in agreement with Kirk office.</p> <p><u>Event start time:</u> Daytime Start time from midday; Evening from 1900.</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> Daytime by 1700; evening by midnight. 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><u>Day charge:</u> £1,000* Sat; £940* Mon-Fri; £1,200* Sun.</p> <p><u>Evening Charge:</u> £1,200* Sat; £1,000* Mon-Fri; £1,400* Sun.</p> <p>*(discretionary returnable deposit – see below).</p>	<p>100-400 guests for an informal evening social event depending on event.</p> <p>Lay-up team made up of client, family, friends, caterers. 250 blue chairs and up to 20 trestle tables included in hire cost.</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 set-up preparation and event.</p> <p>Client selected caterer. NO cooking from raw meat/veg permitted in Kirk pantry. Electric catering equipment (no gas), guests' tableware to be hired-in by client. 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>
Additional set up time the day of the event.	£55/hr	Must be agreed one month in advance of event.
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.



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Storage of up to 300 Kirk chairs	£220.00	If any blue chairs not required at sit down reception.
Evening 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>*Discretionary Returnable Deposit.</u> Applied depending on type of social event, numbers, guests' average age etc. Covering any damage to Kirk fabric and fittings, additional excessive cleaning-up, non-contracted time for preparation and non-contracted extended departure time. Agreed by Operations Manager and client as part of contract prior to the event.	£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.