



# GREYFRIARS

outreach

*arts & events*

## GREYFRIARS OUTREACH LTD – SCALE OF CHARGES – DAYTIME AND EVENING SOCIALS – FROM JAN 20

<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 day 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> £1,100* Sat; £960* Mon-Fri; £1,300* Sun.</p> <p><u>Evening Charge:</u> £1,300* Sat; £1,100* Mon-Fri; £1,500* 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. End time +30 mins: Client to arrange clearance of all table decorations. 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>£60/hr</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.	£90.00 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	£230.00	If any blue chairs not required at sit down reception.
Evening Extension until 0100 (guest departure by 0130)	£240.00	No extensions permitted after 0100 owing to time required to set up for next event.
<b>*Discretionary Returnable Deposit.</b> 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.