



Myreside

REF No.

Booking Form

Please use BLOCK CAPITALS

Title, First Name, Surname: _____

Address: _____

Postcode: _____

Billing Address (if different): _____

Postcode: _____

Tel No (evening): _____ Tel No (day): _____

Mobile: _____ Email: _____

Myreside Membership No: _____ (If Non-Member) Sponsor's Signature: _____ Memb No: _____

Date of Function: _____ Type of Function: _____

Access Time: _____ Start Time: _____ Finish Time: _____ Expected Numbers: _____

FACILITY (please tick)

Myreside Suite Hastings Room Gallery Room

CATERING (please tick)

Formal Meal Buffet Finger Buffet Child's Party (under 15) No Catering Required

BAR (please tick)

Yes No (if yes) Cash Account

LATE LICENCE (1am latest)

Yes (if yes) Time Required _____ No

ENTERTAINMENT (please tick the entertainment you will be providing)

Live Band Disco Entertainer No Entertainment

TERMS AND CONDITIONS

All attending are Myreside members or their guests. No person under 18 years will buy, or attempt to buy, alcohol. No alcohol will be brought into Myreside for consumption by guests (except wine by prior arrangement and payment of corkage). All alcoholic raffle prizes will be retained by the organiser until the winner is leaving the premises.

Bookings will not be confirmed until a signed Booking Form is received by Myreside. Provisional bookings will be held for a period of seven days from the initial enquiry.

I accept the Myreside bye-laws and detailed Terms and Conditions as detailed overleaf.

Signed: _____ Date: _____

Myreside reserve the right to decline any application as per their constitution.

BOOKING DATE: _____

CHARGES: ROOM HIRE ONLY £ _____ ROOM HIRE WITH MYRESIDE CATERING £ _____ OTHER £ _____ TOTAL £ _____

Please submit this completed form to Mr J Mills, The Secretary, Myreside, 79 Myreside Road, Edinburgh EH10 5DB.

OFFICIAL USE ONLY

CONFIRMED BY THE CLUB: CONFIRMATION DATE: _____ REFERENCE No: _____



Myreside

Terms & Conditions

The choice of rooms available for hire are: the Myreside Suite, the Hastings Room and the Gallery Room.

The Office is manned from 10am–4pm from Monday to Friday and 11am–4pm Saturday and Sunday. For Sunday bookings, please check with the office regarding access and closing on 0131 446 6100.

Throughout the rugby season, hire of the facilities is not generally available during the daytime on Saturday, and evening access on Saturday is not available until 7pm at the earliest. It should be noted that the room will be very busy throughout the day and will only be swept prior to any event in the evening.

Conference hire can be quoted on an individual basis.

The Club furniture can be made available for you by prior arrangement. Any requirements for additional equipment, linen, candles and flowers can be arranged but will incur a cost.

ROOM HIRE CHARGES

THE MYRESIDE SUITE

Ceilidh/Disco 120 maximum.

Formal Meal 15 tables (with up to 10 each).

We must be informed of any specific room layout prior to the event.

**WITHOUT IN-HOUSE CATERING £150
WITH IN-HOUSE CATERING £75**

CATERING OPTIONS

Finger Buffet: Tables and chairs are laid out with no table linen, unless arranged previously. Table linen can be hired with prior notice at a cost of £3.35 plus VAT per cloth.

Hot or Cold Buffet: Tables and chairs are laid out with table linen. Paper napkins are provided but linen napkins can be hired with prior notice at a cost of £0.80 plus VAT per napkin. Appropriate crockery and cutlery will be provided for the buffets and staff will serve and clear your food.

Formal Meals: The room will be laid out to your specification allowing for service, with all tables clothed with linen and paper napkins. All of this will be arranged previously with Myreside at the time of arranging your menu.

EVENING HIRE (from 6pm) WITHOUT IN-HOUSE CATERING

No access is available to the kitchen or catering facilities/equipment.

Clients will be advised of Food and Safety Regulations. The Club accepts no responsibility for guests' wellbeing. A waiver must be signed.

The room will have tables and chairs laid out. We must be informed of any specific room layout prior to the event.

The room must be left as you found it, and rubbish must be put into black bin bags and left tidily in the foyer.

Linen, additional table hire and audio visual hire are available at additional cost.

A key for access may be required, please contact the office on 0131 446 6100.

CHILDREN'S PARTIES (up to 15 years old)

No deposit required.

Monday–Thursday £40

Friday–Sunday £60

The room is left bare for children's parties unless prior arrangements are made for a particular layout. The correct number of tables and chairs should be requested **prior to the event** and these will be made available for you. The room has to be left tidy when leaving and all rubbish must be bagged and placed in the white bins at the rear of the building, for collection.

Ratio of 1 responsible adult to 10 children is required.

In-House Catering

Room hire is reduced to £30 Monday to Thursday and £40 Friday to Sunday.

YOUTHS' PARTIES (16–19 year olds)

Bookings will only be taken from a responsible adult and confirmed on receipt of the deposit and a signed Booking Form accepting the Club's Terms and Conditions.

Room Hire Only parties are not offered for this age group.

Room Hire £75.00 (In-house catering rate)

Deposit £150, refunded if no damage has occurred to the property.

Ratio of 1 responsible adult to 10 children is required.

Guests are not permitted to bring any alcohol into Myreside or the grounds.

Myreside reserves the right to stop any function if these terms and conditions are breached.

HASTINGS ROOM

Maximum 14 Boardroom style.

**WITHOUT IN-HOUSE CATERING £50
WITH IN-HOUSE CATERING £NIL**

This charge is for use of the room for a meeting only. If the room is used for any other purpose, additional charges may occur. Tea/Coffee can be supplied with

prior notice at an additional cost. The Hastings Room can only be booked if the bar is open or a minimum bar revenue of £150 is guaranteed.

THE WATSONIAN ROOM WITHOUT IN-HOUSE CATERING £75

This charge is for use of the room for a meeting only. If the room is used for any other purpose, an additional charge may apply. Tea/Coffee can be supplied with prior notice at an additional cost.

Theatre Style – maximum 36 seats

Board/Cabaret Style – maximum 24 seats

FINAL NUMBERS FOR CATERED FUNCTIONS

Charges will be raised based upon final numbers given 48 hours in advance, unless higher on the day of the event when the full number will be charged.

SUPPLYING YOUR OWN DRINKS

Only wines may be brought into Myreside and corkage will be charged. Still wines £3.25 plus VAT per bottle.

Sparkling wines £5.50 plus VAT per bottle.

RAFFLE PRIZES

Alcoholic raffle prizes must not be consumed on the premises.

OPENING OF BAR

If you require the downstairs bar to be open (or the upstairs bar open outwith normal hours), a turnover of £150 **must** be reached otherwise you will be charged for the difference between the actual takings and £150.

Official Club Section bookings of the function bar (or lounge bar outwith normal opening hours) a turnover of £75 **must** be reached otherwise the section will be charged for the difference between the actual income and £75.

AUDIO VISUAL

If audio visual equipment is require a quote will be given. eg Data Projector in Myreside Suite costs £40 plus VAT.

CANCELLATION FEE

No charge will be made if a function is cancelled more than 48 hours in advance.

If a room hire is cancelled within 48 hours of the event, then the whole cost of the room hire will be lost.

If a catering function is cancelled within 48 hours of the event then 50% of the total cost will be lost.

PAYMENT

Cheques to be made payable to *The Myreside Club*. NB. No credit card/debit card facilities available.