



# MORAY COUNCIL

## EDUCATION AND SOCIAL CARE

### Charges for Community Halls April 2018 to March 2019

Community halls operated by Moray Council have areas available for let. The normal letting times are 6am to midnight Monday to Sunday (excluding Public Holidays). Lets outwith these times and Public Holidays are available, but are subject to staff availability and additional charges.

#### Cost per hour per room/hall (minimum charge of £14.10 per let)

Fishermen's Hall Buckie Longmore Hall Keith Findochty, Cullen & Forres Town Halls	Registered Charity / Local Voluntary Community Groups - Rate	Standard Rate	Commercial Business Rate
Room Kitchen	£8.75	£17.30	£32.50
Small Hall	£11.25	£22.70	£34.00
Large Hall	£21.75	£39.00	£56.75
Day Rate (Hire Charge)	£281.00	£281.00	Not Applicable

#### Cost per hour per room/hall

Elgin Town Hall	Registered Charity / Local Voluntary Community Groups - Rate	Standard Rate	Commercial Business Rate
Main Hall	£22.70	£45.40	£90.80
Supper Room	£17.30	£34.00	£56.75
Main Kitchen Lounge Lounge Kitchen Training Room	£17.30	£28.60	£39.00
Stage Lighting (per let)	£45.40	£45.40	£56.75
Specialist Sound System (per let)	£74.00	£74.00	£79.50
Day Rate (Hire Charge)	£398.00	£398.00	Not Applicable

**Applicable to all Town Halls:** The above costs apply during normal opening hours. Usage outwith normal opening hours (excluding Public Holidays) will be charged at the above rates plus staff costs of £19.50 per hour (excluding VAT).

#### Additional Charges for Commercial Lets

1. There is a £250 non-refundable deposit for all commercial disco/dance events.
2. There is a 50% increase on the hourly rate for all commercial disco/dance events.
3. A non-refundable deposit of 25% is required for all other commercial lets.

#### Additional Notes

1. Charges include heating, ordinary lighting, toilet accommodation and caretaker services at the commencement and end of each let. Extended caretaker services available upon request - charged at staff costs of £19.50 per hour (excluding VAT). **(Continued on Back Page)**

2. Charges do not include Royalties to the Performing Right Society.
3. Where stage lighting and equipment are used, the electricity units for these will be charged at the unit rate applicable at the time. VAT will be added to the unit price.
4. Community Council meetings and meetings of special needs groups are free of charge.
5. Tea making facilities at all halls are charged at kitchen rate.
6. For further information, please contact your local Booking Office (see details below).
7. Technical equipment available (see details below).

### Booking Offices – Community Halls

Community Hall	Booking Office	Telephone Number	
Buckie Fishermen's Hall Cullen Town Hall Findochty Hall	Buckie Town House (Limited Service)	01542 831150 (Answer Machine)	
Elgin Town Hall			01343 543736
Forres Town Hall			01309 694000
Keith Longmore Hall	Keith Access Point	01542 885500	

### Hall Facilities Available for Let

<b>Buckie Fishermen's Hall</b> Hall Supper Room Kitchen	<b>Cullen Town Hall</b> Main Hall Memorial Hall Council Chambers Kitchen	<b>Elgin Town Hall</b> Main Hall Supper Room Main Kitchen Lounge Lounge Kitchen Training Room
<b>Findochty Hall</b> Hall Meeting Room Kitchen	<b>Forres Town Hall</b> Main Hall Lesser Hall Meeting Rooms Kitchen	<b>Keith Longmore Hall</b> Main Hall Lesser Hall Kitchen

### TECHNICAL RESOURCES - COMMUNITY HALLS AND EQUIPMENT HIRE

Equipment	Community/ Private Rate	Commercial	Available
House PA System (including Microphone)	Free	Free	All Halls
Radio Microphone (with House PA)	£10.50	£31.50	Elgin Town Hall only
Video TV	£5.50	£10.80	Hire
Slide Projector and Screen	£5.50	£10.80	Hire
Overhead Projector and Screen	£5.50	£10.50	Hire
Screen Only	£2.25	£4.30	Hire
Small P A System	£21.75	£43.50	Hire
Grand Piano			Elgin Town Hall only
Chairs - Polypropylene (outwith hall use)	£0.25 each	£0.50 each	Hire Only - All Halls
Tables (outwith hall use)	£1.50 each	£3.25 each	Hire Only - All Halls
House/Stage Lights	Free	Free	All Halls

**Price is per let / 1 let = 3 days maximum: All equipment to be returned immediately after use**  
**All prices are exclusive of VAT**