

## Room Hire Prices from 1st April 2018 - 31st March 2019

	Session	Extra Hours after 11 pm
<b><u>Voluntary Organisations, Charities, Health &amp; Fitness Group Charge</u></b>		
Meetings and Activities	£18.00	£9.50
Sat & Sun Evening Meetings & Activities	£11.50	N/A
Social Functions	£44.00	£20.00
Room 16 Meetings and Activities	£44.00	£20.00
Room 16 Sat & Sun Evening Meetings	£24.00	N/A
Room 16 Social Functions	£93.00	£38.00
Radio Room and Room 13 (2 hours)	£10.50	£10.00

### **Standard Charge**

Meetings and Activities	£47.00	£20.00
Sat & Sun Evening Meetings & Activities	£25.00	N/A
Social Functions	£93.00	£47.00
Room 16 Meetings and Activities	£75.00	£50.00
Rm 16 Sat & Sun Evening Meetings & Activities	£40.00	N/A
Room 16 Social Functions	£160.00	£58.00
Radio Room and Room 13 (2 hours)	£25.00	£20.00
Children's Parties	£36.00	N/A
Room 16 Children's Parties	£51.00	N/A

## Room Hire Notes:

1. Sessions last for a period of up to 4 hours i.e. Morning 09.00 – 13.00, Afternoon 14.00 – 18.00, Evening 18.30 – 22.30, **except Saturday and Sunday evenings where sessions normally last for a period of 2.5 hours i.e. 6.30pm – 9.00pm.**
2. The Radio Room and Room 13 can be booked on a two hourly basis for meetings. These times are set as follows:- 09.00 - 11.00, 11.00 - 13.00, 14.00 - 16.00, 16.00 - 18.00, 18.30 - 20.30, 20.30 - 22.30 pm. If either of these rooms are required outside the hours printed above the charge will revert to a normal four hour session rate.
3. A 10% discount is available for block bookings of 10 room hires or more.
4. A 20% discount is available for large scale events which exclusively occupy the first floor or more of Islesburgh Community Centre.
5. A 50% concession in charges is available to Senior Citizens Groups, Under 18 Groups, and Additional Support Needs Groups.
6. Eligibility to receive 50% concession is based on an organisation's purpose and/or their target membership falling within one of the above categories.
7. These reductions apply to voluntary sector room bookings only, not catering or equipment hire.
8. Voluntary sector groups in receipt of the 50% reduction on room hires will not be eligible for an additional 10%/20% reduction.
9. Organisations wishing to make block bookings for a specific room must submit their application by 30th June each year for bookings during the period 1st January – 31st December the following year.
10. Block bookings will be confirmed by 31st July for booking during the period 1st January – 31st December the following year.
11. Bookings for large scale events can be made at any time up to 2 years in advance of the start of the year.
12. Room bookings for one-off meetings or activities can be made at any time up to 1 year in advance
13. Bookings requiring a set-up period will be charged the applicable room hire rate for this period.
14. **Cancellations of room bookings must be confirmed at least twenty four hours before date or the full charge is payable. These bookings will not be transferred to another date.**
15. **Cancellation of large scale events must be confirmed at least one month in advance or 25% of the full charge is payable.**
16. All late night functions ending at midnight or later will incur an additional charge for guest departure and clearing up.
17. Footwear Policy: Please be advised that stiletto heels or footwear of any kind which may harm our floor, must not be worn.

