

COMMUNITY DEVELOPMENT FACILITY CHARGES

TOWN HALLS

COMMUNITY CENTRES

EQUIPMENT HIRE

1ST APRIL 2010 – 31ST MARCH 2011



CRAIGAVON
Borough Council

COMMUNITY RESOURCES

ALL PRICES ARE DOUBLED ON PUBLIC HOLIDAYS AND FOR COMMERCIAL ACTIVITIES

**ALL CENTRES/HALLS CLOSE AT 2.00AM
(UNLESS PREVIOUS WRITTEN PERMISSION HAS BEEN GRANTED)**

PERFORMING RIGHTS MINIMUM CHARGE £2.36 PER SESSION

Newly formed Associations/Clubs properly constituted; recognised by the Council may have up to two sessions use of Centres free of charge to enable them to become established.

PORTADOWN TOWN HALL

Main Hall (inc. Stage & Dressing Room)	Per Hour	32.00
Minor Hall (inc. Small Kitchen)	Per Hour	15.00
Rehearsal Rate*	Per Hour	12.00
Large Room	Per Hour	8.00
Small Room	Per Hour	6.00
Large Kitchen	Per Hour	8.00
Small Kitchen	Per Hour	5.00
Youth Rate (sunday schools, youth clubs or less than 15)	Per Hour	7.00
Youth Rate (more than 15 Normal room hire charge)		
Disadvantaged, Playgroups, Special Needs & Education Groups etc.)	Per Hour	5.00
Senior Citizens' (min 15 members) per session Max 3 hours		5.00
Senior Citizens' (over 15 members) per hour		5.00
<u>Weddings:</u>		
Monday – Friday	Per Half Hour	20.00
Saturdays and Bank Holidays	Per Half Hour	30.00
Dishwashing Facility (Cups, Saucers, Glasses)	Up to 100 Items Over 100 Items	12.00 22.00
Refreshment Facility Tea / Coffee and biscuit (per head)		0.75
Refreshment Facility Tea / Coffee and scone (per head)		1.25
Large Catering Function	Set up Cover Charge	22.00
Stage Technician (set design, lights, sound or stage decoration)	Per 2 Hours	30.00
Use of Car Park for Car Boot Sales etc. Per Session (max 3 hours)		22.00
NI Blood Transfusion	FREE OF CHARGE	
Room reservation to be charge per day		25.00
*APPLIES TO CONCERTS, FESTIVALS, SHOWS, SALES OR REHEARSALS ONLY		

LURGAN TOWN HALL

Main Hall	Per Hour	18.00
Stage	Per Hour	10.00
Dressing Room	Per Hour	4.00
Basement: Minor Hall	Per Hour	10.00
Top Floor Hall (inc. Small Kitchen)	Per Hour	15.00
Rehearsal Rate*	Per Hour	12.00
Large Room	Per Hour	8.00
Small Room	Per Hour	6.00
Large Kitchen	Per Hour	8.00
Small Kitchen	Per Hour	5.00
Youth Rate (sunday schools, youth clubs or less than 15)	Per Hour	7.00
Youth Rate (more than 15 Normal room hire charge)		
Disadvantaged, Playgroups Special Needs & Education Groups etc.)	Per Hour	5.00
Senior Citizens' (min 15 members) per session Max 3 hours		5.00
Senior Citizens' (over 15 members) per hour		5.00
<u>Weddings:</u>		
Monday – Friday	Per Half Hour	20.00
Saturdays and Bank Holidays	Per Half Hour	30.00
Dishwashing Facility	Up to 100 Items	12.00
(Cups, Saucers, Glasses)	Over 100 Items	22.00
Refreshment Facility -Tea / Coffee and biscuit (per head)		0.75
Refreshment Facility -Tea / Coffee and scone (per head)		1.25
Large Catering Function	Set up Cover Charge	22.00
Stage Technician (set design, lights, sound or stage decoration)	Per 2 Hours	30.00
Use of Car Park for Car Boot Sales etc.	Per Session (max 3 hours)	22.00
Room reservation to be charged per day		25.00

*** APPLIES TO CONCERTS, FESTIVALS, SHOWS, SALES OR REHEARSALS ONLY**

ALL COMMUNITY CENTRES

Main Hall (inc. Kitchen)	Per Hour	11.00
Large Room	Per Hour	6.00
Small Room	Per Hour	5.00
Youth Rate (sunday schools, youth clubs or less than 15)	Per Hour	7.00
Youth Rate (more than 15)	Per Hour	11.00
Disadvantaged, Playgroups, Special Needs & Education Groups etc.)	Per Hour	5.00
Senior Citizens' (min 15 members) per session Max 3 hours		5.00
Senior Citizens' (over 15 members) per hour		5.00
Refreshment Facility - Tea/Coffee and biscuit (per head)		0.75
Refreshment Facility - Tea/Coffee and scone (per head)		1.25
Children's Birthday Parties (inc. Kitchen)	Per Hour	11.00
Bouncy Castle	Per Session (2 Hours)	31.00
<u>Brownstown Park CC: -</u>		

Use of Car Park (Car Boot Sales)Per Session (max 3 hours)		22.00
Room reservation to be charged per day		25.00
Multi Purpose Games Area -		
Without Floodlighting	Per Hour	5.00
With Floodlighting	Per Hour	8.00

EQUIPMENT HIRE CHARGES

ITEM	DAILY	PER WEEK OR PART THEREOF	RETURNABLE DEPOSIT WHERE APPLICABLE
		£	£
Chairs per 10 (min.)	5.00	12.00	
Chairs per 100	30.00	80.00	
Tables Large (each)	3.00	8.00	
Tables Small (each)	2.00	5.00	
Tables per 10 (or more pro rata)	2.50	6.00	(each)
Crockery per 50 settings minimum (ie cups, saucers side plates) each	8.00	24.00	20.00
Dinner plates per 50	5.00	16.00	
Cutlery per 50 settings (knives, forks, soup and dessert spoons)	5.00	12.00	
Glasses 1 – 100 extra pro rata	5.00	12.00	
Other items each (sugar Bowls, jugs, teapots, gravy boats etc)	1.00	2.00	
Staging Units each (Portadown and Lurgan Town Halls)	12.00	20.00	
Curtains & Steps	5.00	10.00	
Portable Dance Floor (2x25m ²)	12.00	(each) 50.00	(each)
TV and DVD/Player (on site only)	10.00	30.00	50.00
Flip Charts (plus cost of materials)	8.00	12.00	5.00
Display Boards	15.00	(each set) 60.00	(each set)
Santa Outfits	8.00	24.00	5.00
Piano (Where applicable) on site only	16.00	30.00	
Platform Steps (suitable for choir)			
3 Pieces	12.00	20.00	5.00
6 Pieces	24.00	35.00	10.00
Data Projector/Lap Top/Screen each	10.00 (each)	15.00	10.00
Stage Star Cloth	£25.00 per booking		

OFFICE SERVICES

		Per Sheet
Photocopying (black)	A3 or A4	0.05
Colour per copy	A3 or A4	0.50
Laminating	A4	0.50
"	A3	1.00

MOBILE STAGING UNIT

CROWD CONTROL BARRIERS

Charges are based on a minimum of 50 barriers per day

	<u>50</u>	<u>100</u>	<u>150</u>
Collected and Returned by Hirer	£75	£150	£225
Collected and Delivered by Council	£150	£300	£450

MOBILE STAGING UNIT:

Hire charge	£500
Returnable Deposit	£250

CONDITIONS

Conditions of hire of Mobile Staging Unit:

- Provision of public liability insurance
- That the hirer accepts responsibility for injury to persons etc using the equipment
- The hirer agrees to meet the cost of making good all damage etc. to the equipment
- The Council shall not be responsible for any loss, damage or injury to any person or persons suffered by reason of act, neglect or default of the Council, its agents, servants or workmen or any defect in the equipment etc.

DEPOSIT

A deposit equivalent to the hire charge to be lodged prior to the date of booking. This will be refunded in full subject to the unit being returned undamaged.

POLICY

It is recommended that:

- No reduction in the quoted rates be given to commercial organisations or where the proposed event is being held for commercial purposes
- That where a charitable or non-profit making organisation requests the use of the equipment a reduction on the normal hire charge of 50% will be given, except where the organisation is already in receipt of Council support for the event. On such an occasion no reduction in the normal hire charge will be made.
- All Community Associations/Groups in receipt of Council support for an event, requesting the use of the staging unit be offered a 50% reduction on the normal hire charge.

CONDITIONS FOR EQUIPMENT HIRE

- (i) No items will be hired unless a Resource Hire Form is completed and goods paid for in advance .
- (ii) Items may be collected one day prior to usage and returned not later than 10.00am on the day following usage. Times kept in excess before or after will be charged at the appropriate rate.
- (iii) Weekend use will count as one day provided that items are returned not later than 10.00am on Monday.
- (iv) Any damage or failure to return the item/s may result in forfeiture of deposit. Where costs of repairs exceed deposits the Council reserve the right to recoup such excess from hirers.
- (v) All items must be returned in a clean condition and all catering equipment will be properly washed and dried by the hirer prior to return. Failure to do so may result in total forfeiture of deposit.
- (vi) It will be the responsibility of the hirer to check on the numbers of items and condition of same at the time of collection/acceptance.
- (vii) Transport of all goods/equipment is the responsibility of the hirer.
- (viii) Suitable transport must be used, when hirer collects/returns all resource items.
- (ix) The Council reserve the right to alter these conditions without notice.