

Linlithgow Burgh Halls

Proposed Letting Charges with effect from 01 April 2010

These proposed charges are based on comparisons with:

- previous prices (before closure for refurbishment in July 2008)
- letting charges for WLC's educational premises
- letting charges for Linlithgow Academy hall/theatre
- letting charges for WLC community halls
- letting charges for Howden Park Centre in Livingston and the Regal Community Theatre in Bathgate

It is common practice to set different rates to reflect the nature of the user groups/events. Certain user groups/events, for example, local elected members consultation, community council meetings, Linlithgow Marches and Children's Gala Day will be given free use of the venue.

Education Room/ AV Room

These prices will apply when the building is open for use, irrespective of time of hire. The adjacent **AV room** will also be available if required at the same rates.

| Education Room/ AV Room: (capacity 30) | WLC Events | Community Groups non-income generating events | Community Groups Income generating events | Commercial organisations |
|---|-------------------|--|--|---------------------------------|
| Hourly charge | £10.00 | £10.00 | £15.00 | £30.00 |

Garden Room

These prices will apply irrespective of time of hire but this space is only available for evening hire or at weekends when the café is closed.

| Garden Room: (capacity 40) | WLC Events | Community Groups non-income generating events | Community Groups Income generating events | Commercial organisations |
|---------------------------------------|-------------------|--|--|---------------------------------|
| Hourly charge | £10.00 | £10.00 | £15.00 | £30.00 |

North Hall and South Hall

The same four price bands will apply plus an additional price differential for weekends, this is to allow for increased staffing costs.

| North Hall or South Hall (capacity 120 - 160) | WLC Events | Community Groups non-income generating events | Community Groups Income generating events | Commercial organisations |
|--|-------------------|--|--|---------------------------------|
| Hourly charge (weekdays) | £16.00 | £16.00 | £22.00 | £48.00 |
| Hourly charge (weekends) | £24.00 | £24.00 | £35.00 | £60.00 |

Additional Charges

These will apply to the use of a range of technical equipment and technical support as required e.g. sound and lighting in North Hall, digital projector in AV room etc.

Comparison of Linlithgow Burgh Halls, The Regal, Linlithgow Academy and Howden Park Centre.**Education Room / AV Room**

| | WLC Events | Community Groups non income | Community Groups Income Generating | Corporate |
|--------------------|---------------|-----------------------------|------------------------------------|---------------|
| Burgh Halls | £10.00 | £10.00 | £15.00 | £30.00 |
| The Regal | £18.00 | £18.00 | £24.00 | £48.00 |
| Linlithgow Academy | £2.20 | £3.60 | £7.20 | £14.90 |
| Howden Park Centre | £8.00 | £8.00 | £12.00 | £24.00 |

Garden Room

| | WLC Events | Community Groups non income | Community Groups Income Generating | Corporate |
|--------------------|---------------|-----------------------------|------------------------------------|---------------|
| Burgh Halls | £10.00 | £10.00 | £15.00 | £30.00 |
| The Regal | £18.00 | £18.00 | £24.00 | £48.00 |
| Linlithgow Academy | £3.60 | £7.20 | £14.90 | £22.40 |
| Howden Park Centre | £10.00 | £10.00 | £15.00 | £30.00 |

North & South Hall (Monday to Friday)

| | WLC Events | Community Groups non income | Community Groups Income Generating | Corporate |
|--------------------|---------------|-----------------------------|------------------------------------|---------------|
| Burgh Halls | £16.00 | £16.00 | £22.00 | £48.00 |
| The Regal | £18.00 | £18.00 | £24.00 | £48.00 |
| Linlithgow Academy | £10.94 | £23.07 | £23.07 | £45.06 |
| Howden Park Centre | £16.00 | £16.00 | £22.00 | £48.00 |

North & South Hall (Saturday and Sundays)

Additional costs are charges at Linlithgow Academy for lets outwith normal opening hours to allow for increased staffing costs.

| | WLC Events | Community Groups non income | Community Groups Income Generating | Corporate |
|--------------------|------------------------------|------------------------------|------------------------------------|------------------------------|
| Burgh Halls | £24.00 | £24.00 | £35.00 | £60.00 |
| The Regal | £18.00 | £24.00 | £24.00 | £48.00 |
| Linlithgow Academy | £24.12 (Sat) £29.65 (Sun) | £24.12 (Sat) £29.65 (Sun) | £35.17 (Sat) £40.71 (Sun) | £59.41 (Sat) £64.84 (Sun) |
| Howden Park Centre | £16.00 | £16.00 | £22.00 | £48.00 |

Weddings, Conferences & Functions

Full Day Wedding Package - £500 (to exclusively book both halls £750)

- Access to venue from 10am until 12am
- Full bar facilities and late license until 12am
- North and South Hall can accommodate up to 120 people within each hall
- Secure room for bridal party and storage for wedding gifts overnight
- Information about suitable entertainment (Ceilidh bands, discos), local taxi and limousine firms, florists, hairdressers and photographers.

Evening Wedding Package - £300 (to exclusively book both halls £550)

- Access to venue from 6pm until 12am
- Full bar facilities and late license until 12am
- North and South Hall can accommodate up to 120 people within each hall
- Secure room for bridal party and storage for wedding gifts overnight
- Information about suitable entertainment (Ceilidh bands, discos), local taxi, limousine firms, florists, hairdressers and photographers.

Packages will be developed in liaison with the catering contractor to suit customers' specific requirements.

Please note at present we are not in a position to advise on the above packages until we secure a Catering Contract.

Conference Package Details

Dress Rehearsal, Performance and Conference packages:

Use of sound equipment, microphones, digital projector, portable staging.

Equipment and portable staging required must be specified on the booking form to ensure availability.

Conference package extras

Top table and cordials, flip chart stand, lectern.

Breakout spaces can be booked separately at 25% discount of the normal hire rate.

We are currently looking into car parking arrangements with the Vennel Car Park to try to offer a discount to companies who use the Linlithgow Burgh Halls as a conference venue.

Performing Rights Society

PRS Fees for income generating performances: 3% of gross ticket income

PRS Fees for non-income generating performances: £8.53 for 100 people. £2.15 for each 25 people thereafter

PRS Fees for Private Hire Discos: No Charge

PRS Fees for dance classes: £1.28 per class

Projected Income: for the year ending 31st April 2011

| | |
|---------------------------------|-------------------|
| Weddings | £28,800* |
| Conferences | £7,608 to £8,760* |
| Community Groups not for profit | £6,219* |
| Community Groups for profit | £8,027* |

*It is important to note that these prices are estimated

Weddings

Once established we anticipate to hold twenty four weddings per annum. Based on an estimated income of £1,200 per wedding, less £100 casual staff costs. We aim to achieve an income of £26,400 per annum from weddings.

Conference Packages

Linlithgow Burgh Halls aim to hold twelve conferences per annum, it is estimated (bases on similar conference packages at Howden Park Centre) we can achieve an income of £730 per full day conference.

Income from conferences is difficult to anticipate, this is due to a number of factors such as:

- number of delegates
- catering packages
- hours required
- additional staffing which may be required

Based on proposed figures we can anticipate an average conference lasting eight hours. Monday to Friday conferences: 8 hours X £48 income plus catering and bar income estimated at £250. Saturday and Sunday conferences: 8 hours X £60 = £480 income plus catering and bar income estimated at £250. This would enable us to achieve income from £7,608 to £8,760 per annum from conferences.