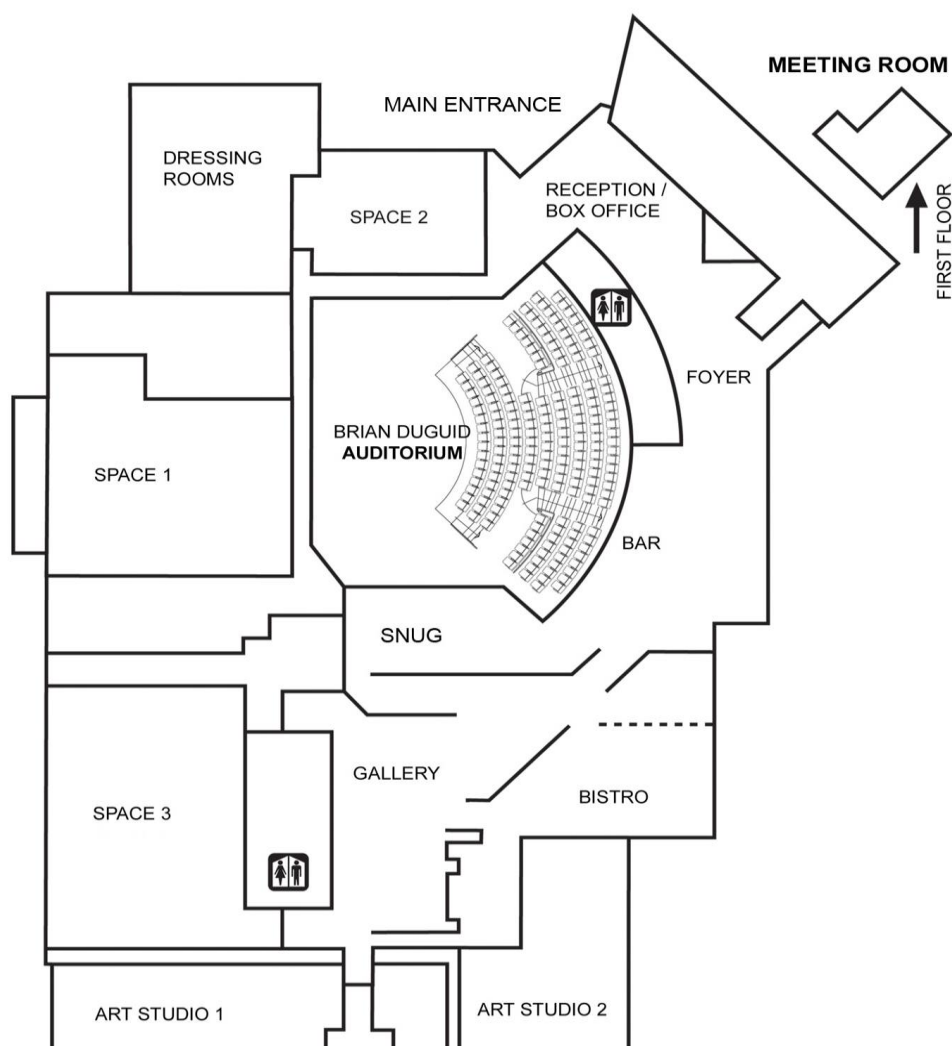


Venue Information Pack

1 April 2017 – 31 March 2018

Room Name	Length (metres)	Width (metres)	Height	Max Capacity
Space 1	13.2	11.4	4.4	50
Space 2	11.7	7.5	4.9	50
Space 3	16.9	11.3	3.3	200 theatre 120 cabaret
Art Studio 1	15.8	4.6	5.2	15
Art Studio 2 Pottery	4.9	3.7	4.3	8
Meeting Room	5.2	3.7	2.7	20 theatre 12 boardroom
Auditorium	See Tech Spec			296 (includes 4 wheelchair seats)



Images of rooms are available on our website: www.howdenparkcentre.co.uk
 To arrange a viewing please contact: Angela Lofthouse – Venue Assistant (Letting)
 Tel: 01506 773853 email: venuehire@westlothian.gov.uk

Hourly Room Hire Rates

Spaces to Hire	Community Groups non-income generating events	Community Groups Income generating events	Social Private Function	Commercial Organisations	Commercial Organisations Package
Meeting Room (capacity 20 Theatre, 12 Boardroom)	£16	£21	N/A	£37	Half Day (4 hrs) £85 Full Day (8 hrs) £128
Space 1 (capacity 50)	£21	£26	N/A	£53	Half Day (4 hrs) £107 Full Day (8 hrs) £160
Space 2 (capacity 50)	£21	£26	£32	£53	Half Day (4 hrs) £107 Full Day (8 hrs) £160
Space 3 (capacity 200 theatre, 120 seated)	£26	£37	£48	£59	Half Day (4 hrs) £150 Full Day (8 hrs) £225
Art Studio 1 (capacity 15 seated) Art Studio 2 Pottery (capacity 8 seated)	£10	£16	N/A	£32	Half Day (4 hrs) £64 Full Day (8 hrs) £128
Single Dressing Room (capacity 8)	£10	£12	N/A	£15	N/A
Double Dressing Room (capacity 10)	£12	£15	N/A	£20	N/A

Community Groups non Income Generating Event:- staging non income generating events, no admission charge and no tickets are sold for the event.

Community Groups Income Generating Event:- staging income generating events and tickets are sold for the event. This includes a fund raising / charity events.

Commercial Organisations:- Events held by Commercial Organisations.

Brian Duguid Auditorium

Capacity 296 (includes 4 wheelchair seats)

House Lights Only

Includes:- Use of the stage to rehearse with standard house lights.

Auditorium House Lights Only	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial Organisations
Hourly Charge	£26.50	£26.50	£32	£64

Technician Only

Includes:- 1 fully qualified technician to build sets, prepare sound and lighting for events. N.B. Please note that an HPC Technician is required to be on duty at all times technical work is taking place.

Auditorium Technician Required	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial Organisations
Hourly Charge	£59	£59	£64	£96

Dress/Technical Rehearsal – No Audience

Includes:- 2 dressing rooms or 1 double dressing room, 1 fully qualified technician, hire of standard theatre lighting, lamps etc., use of standard sound equipment, wired microphones and digital projector. N.B. Please note that an HPC Technician is required to be on duty at all times technical work is taking place.

Auditorium Dress/Technical Rehearsal Minimum 6 hours	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial Organisations
6 Hour Package	£380	£380	£428	£632
Additional Hours	£64	£64	£70	£107

Performance Package – With Audience

Includes:- 2 dressing rooms or 1 double dressing room, 1 fully qualified technician, hire of standard theatre lighting, lamps etc., use of standard sound equipment, wired microphones and digital projector. 2 x Theatre Stewards (duration of performance, ½ hr before and ½ hr after performance), Front of House Manager (2 hrs), set on stage during show runs, pre-show and interval bar service, Box Office ticketing, (commercial lets are charged 6% of income, income generating charged at 3% of income). Events with audiences of 200 people and over will require an additional steward charged at £12.00 per hour. N.B. Please note that an HPC Technician is required to be on duty at all times technical work is taking place.

Auditorium Performance Package Minimum 6 hours	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial Organisations
6 Hour Package	£514	£514	£557	£696
Additional Hours	£91	£91	£96	£118

Conference Package

Includes:- 2 dressing rooms or 1 double dressing room, 1 fully qualified technician, hire of standard theatre lighting, lamps etc, use of standard sound equipment, wired microphones and digital projector. 2 x Theatre Stewards (duration of performance, ½ hr before and ½ hr after performance), top table and cordials, flip chart stand, lectern, standard sound and lighting equipment, wired microphones. Events with audiences of 200 people and over will require an additional steward charged at £12.00 per hour.

Auditorium Conference Package	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial Organisations
Hourly Charge	£91	£91	£96	£123

Equipment and portable staging required must be specified on the booking form to ensure availability. For all packages, breakout spaces can be booked separately at 25% discount of the normal hire rate.

Performing Rights Society

PRS Fees for popular income generating performances: 3% of net ticket income (£36 minimum charge)

PRS Fees for non-income generating performances: £9.51 for 100 people plus £2.41 for each 25 attendees thereafter

PRS Fees for Private Hire Discos: No Charge

PRS Fees for dance classes: up to 30 attendees £1.43 per class, more than 30 attendees £1.79 per class

General Equipment Hire

Portable Induction Loop	Free
Lectern	Free
Top Table	Free
Linen Table Cloth Hire	£6.50
Water & Cordial	£4
Flipchart, Pad & Pens	£8
Portable CD Player	£7.50
Wired Microphone (set up and operational)	£16 + £32 per hour tech (if required to be in attendance)
Glitterball & Soft Lighting	£16
Hazer	£21
TV/DVD Player	£32
Portable Staging (2.44m x 1.2m per piece)	£32 set up (1–6 pieces), £64 set up (7–12 pieces)
Laptop Computer	£32
Sound System	£42
Radio Microphone	£32 + £32 per hour tech (if required to be in attendance)
Digital Projector & Screen	£48

A hire session is anything up to a full day use

Services Available

Technician	£32 per hour
Art Technician	£37 per hour
Bar Services	£21 per hour
Steward	£12.50 per hour
PAT Electrical Testing	£5 per item
Box Office Ticketing Facility - Commercial	6% of income
Box Office Ticketing Facility - Vol Inc Gen	3% of income
Additional Cleaning	£32 per hour
Photocopying	10p A4 & 20p A3
Colour Photocopying	50p A4 & £1 A3
Laminating	80p A4 & £1.60 A3

PLEASE NOTE: All prices are inclusive of VAT, except room hire which is non vatable.

Hire charges apply to events held between April 2017 - March 2018. Prices from April 2018 are subject to change.