

Community Halls, Centres and Schools Charges from 01 April 2019 to 31 March 2020

STANDARD RATE		Core hours Mon – Fri (See Booking Form) Charge per hour	Non-core hours Sat – Sun (See Booking Form) Charge per hour
Band A	Swimming Pool – where available	£33.00	£52.00
Band A	Games Halls in Centres / Large Units in Schools	£29.10	£48.10
Band B	Large Hall in Centres / Medium Units in Schools (Assembly Hall, Gymnasium, Conference Room, Lecture Theatre, Workshop)	£17.50	£36.50
Band C	Large Meeting Room / Lounge in Centre / Small Units in Schools (Changing Room, Classroom, Staff Room, Small Hall, Dining Room)	£11.30	£30.30
Band D	Small Meeting Room in Centres	£9.00	£28.00
Band E	Kitchen in Centres	No charge	No charge

CONCESSIONARY RATE = 50% OF STANDARD RATE		Core hours Mon – Fri (See Booking Form) Charge per hour	Non-core hours Sat – Sun (See Booking Form) Charge per hour
Concessionary rates apply to all children's / youth groups under 18 e.g. playgroups, parent & toddlers, churches, uniformed organisations, voluntary non-profit making / charitable organisations working with under 18's; and organisations whose principal aims include the well-being and welfare of those with a disability, or people over the age of 60 and where the majority of those attending the activity for which the let is being made either have a disability or are over 60.			
Band A	Swimming Pool – where available	£16.50	£35.50
Band A	Games Halls in Centres/Large Units in Schools	£14.60	£33.60
Band B	Large Hall in Centres / Medium Units in Schools (Assembly Hall, Gymnasium, Conference Room, Lecture Theatre, Workshop)	£8.80	£27.80
Band C	Large Meeting Room/Lounge in Centre / Small Units in Schools (Changing Room, Classroom, Staff Room, Small Hall, Dining Room)	£5.70	£24.70
Band D	Small Meeting Room in Centres	£4.50	£23.50
Band E	Kitchen in Centres	No charge	No charge

COMMERCIAL RATE		Core hours Mon – Fri (See Booking Form) Charge per hour	Non-core hours Sat – Sun (See Booking Form) Charge per hour
Groups / individuals that have profit as the main activity through the charging of participants.			
Band A	Swimming Pool – where available	£66.00	£85.00
Band A	Games Halls in Centres/Large Units in Schools	£58.20	£77.20
Band B	Large Hall in Centres/Medium Units in Schools (Assembly Hall, Gymnasium, Conference Room, Lecture Theatre, Workshop)	£35.00	£54.00
Band C	Large Meeting Room / Lounge in Centre / Small Units in Schools (Changing Room, Classroom, Staff Room, Small Hall, Dining Room)	£22.60	£41.60
Band D	Small Meeting Room in Centres	£18.00	£37.00
Band E	Kitchen in Centres	No charge	No charge

Kitchen facilities are free of charge for all groups who have confirmed bookings within Halls and Centres.

LETS WITHOUT CHARGE (Within Core hours Mon – Fri, 9am – 10pm)

1. Stirling Councillor's business meetings within local school or centres
2. Community Council business meetings
3. Stirling Council delivered arts development classes
4. Stirling Council delivered playscheme
5. Stirling Council delivered youth programme activities
6. Stirling Council adult education / literacies activities (delivered by approved providers)
7. Stirling Council delivered training courses
8. Libraries, Learning, Communities, Cultural activities within own buildings / centres
9. Business meetings of Urban Regeneration groups recognised by Stirling Council
10. Business meetings of Community Planning Groups recognised by Stirling Council
11. Tenants / Residents associations business meetings
12. Active Stirling Sport and physical activity classes/holiday programme

Performing Right Society Payments

For bookings where taped or live music will be in use, payments for the Performing Rights Society will continue to be charged on the current basis.

The amounts payable are:-

- £4 hourly charge for lets with a charge
- £ 10 one-off payment for lets without charge

2G / 3G Pitches

Prices per hour

	Full Pitch	½ Pitch	1/3 Pitch	¼ Pitch
Standard Rate	Standard rates apply between 1 st September to 30 th April The following discounts can apply 10% if affiliated to ClubSport Stirling 25% if Charter Club			
Adult including floodlights	£61.90	£47.20	£36.60	£33.00
Junior including floodlights	£31.00	£23.60	£18.30	£16.50
Adult without floodlights	£56.80	£43.70	£34.00	£30.40
Junior without floodlights	£28.40	£21.90	£17.00	£15.20
Summer Rates	No other discount applies on Summer rates 1 st May to 31 st August – only applies to 2G / 3G pitches			
Adult	£40.30	£30.40	£21.60	£20.10
Junior	£18.10	£11.60	£6.70	£6.20

Grass Pitches

Prices are for a 2 hour time slot for Matches

Adult including changing facilities	£45.90
Adult without changing facilities	£35.60
Junior including changing facilities	£29.80
Junior without changing facilities	£25.20

Conditions of Lets

1. The lessees will be responsible during the course of the let for the proper control of the let and shall be liable for and shall indemnify the Council in respect of:
 - (a) any damage caused to the premises let and/or to the furnishings, fittings, equipment and others belonging to Stirling Council contained in, or part of, the premises let are situated arising from or during the course of the let and the cost of repairing such damage; and
 - (b) any damage to the property of any person or personal injury or death caused to any person arising from, or during the course of that let.
2. Any damage to the premises, fittings or equipment therein found prior to the commencement of the let must be reported to the Caretaker on duty before the commencement of the let. Any damage to property during a let must be reported to the Caretaker immediately.
3. The Council will not be liable for any damage to or loss of property brought to or left in the premises or for any personal injury or death caused to any person arising from, or during the course of the let. No person obviously intoxicated or under the influence of drugs shall be admitted to the premises.
4. The lessees will use the premises solely for the purpose(s) stated in the letter authorising the let and will ensure that the premises are left in a clean, neat and tidy condition. If, as a consequence of the use of the premises, any unusual or abnormal amount of cleaning is required, this will be carried out by employees of FES and the lessees will meet the cost thereof.
5. The lessees will not enter or leave later than the times stated in the lets. The lessees will nominate a person who will be deemed to be the 'responsible person' in respect of any let. The lessees shall be obliged to advise the Council of any change in the responsible person, as may occur from time to time throughout the currency of the let. The lessees shall on no account sublet any part of the premises let to them.
6. Any person involved during the course of the let with regular contact or being in sole charge of a relevant group meaning "children and young people under the age of 18, or vulnerable adults", shall be subject of a Disclosure Scotland Check.
7. The person responsible for the let is also responsible for notifying any changes in those group leaders or other helpers similarly vetted by Disclosure Scotland during the currency of the let and who require to be vetted.
8. The lessees are responsible for ensuring compliance with any emergency regulations or special or other in force for the time being. The lessees will familiarise themselves with the Schools fire regulations in order that they will be able to take the appropriate action in the event of fire alarm occurring during the course of the let and be aware of the position of emergency exits, first aid points and the nearest telephone.
9. If required by the Council, the lessees shall wear footwear which is considered by the Council to be appropriate within the premises let.
10. Authorised officials of the council shall be entitled, in the course of their duties, to have access at all times to the premises let.
11. The Council reserves the right to cancel any let at any time and without reason given. The Council shall refund any charge paid in advance for any let cancelled after due notice, or else terminated by the Council, unless the cost of any damage to the premises let and/or equipment belonging to the Council remains unpaid, when such sums held by the Council, or part, may be applied towards the cost of such damage.

12. The Council shall not be obliged to refund any letting charge paid in respect of any premises let, unless the lessees have given notice in writing / email at least 48 hours prior to the commencement of the let of their intentions to cancel the let.
13. Where premises are let free of charge by the Council in terms of this scheme, and the lessees make any charge (whether by direct admission charge or other means on members of the public entering the premises let), the lessees shall display prominently within the premises and print on any ticket, programme or other permits to admit the fact that Stirling Council have granted use of the premises free of charge. In the event of contravention of this condition, the council shall not be obliged to let any other premises to the lessees in question free of charge.
14. The Lessees shall be obliged to obtain any Public Entertainment Licence or other permission from the Licensing Authority under the Civic Government (Scotland) Act 1982, and as may be required, as a result of the use proposed for the premises let.

Lessees, unless exempt, are also required to pay the Performing Right Society Limited if music is performed or reproduced by any method in any part of the venue as part of the event being held. Performing Right Society dues will be payable by the lessee at point of booking. This is an additional charge to Phonographic Performance Limited paid at point of purchase as pre-recorded tapes/CD's.

15. In the event of an accident the lessee must complete an accident form available from the Caretaker on duty.
16. Any breach of the foregoing condition may result in the let being terminated.
17. Value Added Tax shall be added to any letting charge due by the lessees, where so required by regulations made by HM Customs and Excise.
19. For the avoidance of doubt the following definitions shall apply to these conditions:

'The Council' means Stirling Council.

'The Organisation' means the Organisation granted the let.

'Let' means either:

- (a) where a charge is made for the use of the premises, a lease in respect of each occasion on which the premises may be used: or
- (b) where no charge is made for the use of the premises, a permission to use the premises at the pleasure of the Council.

'Lessees' means:

- (a) the Organisation,
- (b) the authorised office bearers who applied for the let, and
- (c) the responsible person

all bound jointly and severally. This means that the authorised office bearer and the responsible person are personally bound to ensure the compliance with these conditions and may be held liable for any claim arising from the let.

'Vulnerable Adult 'means:

a person aged 18 or over who receives personal care, nursing, or support to live independently in own home or care home; receives any health or social care services; has a substantial learning or physical disability: or has a physical or mental illness or mental disorder (chronic or otherwise) including an addiction to alcohol or drugs; or substantial reduction in physical or mental capacity due to advanced age or to illness."



Stirling Council Code of conduct for Bookings - Teenage Parties

A. Teenage parties

This is from the age from 13 years to 17 years.

There will be no alcohol allowed.

A meeting with the Facilities Officer and the Caretaker should take place before the party is confirmed.

At the meeting the following should be agreed.

The customer will be required to provide 2 members who have SIA Licence

<http://www.sia.homeoffice.gov.uk/Pages/home.aspx>

1. The Facilities Officer decision will be final.
2. Payment should be made 7 days to booking office before said party.
3. A deposit of £100 must be lodged with the Customer First Office 48 hours before the party. The deposit will be returned, on a satisfactory report from the caretakers on duty.
4. The caretaker will report to the customer at the end of the event, if there is any damage or additional cleaning that will result in the loss of all or part of the deposit.
5. There should be 2 adults acting as stewards with SIA Licences. We will require a copy of their Licences before the party can take place.
6. A list of guest should be on hand at the front door. Only people on the list to be allowed in.
7. A time should be set for the doors to close and no one allowed in after said time.
8. It should be discouraged for people leaving and returning to the Centre. This can cause problems.
9. The customer is responsible for leaving the Centre in the same condition as they entered it.
10. The lessee should not enter the Centre before the agreed time and should leave at the agreed time.

Facilities Officer

Caretaker

Lessee

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B. Bookings with Alcohol.

This is for any booking that request to have Alcohol.

A meeting with the Facilities Officer and the Caretaker should take place before the party is confirmed.

At this meeting the following should be agreed.

The customer will be required to provide 2 members who have SIA Licence

<http://www.sia.homeoffice.gov.uk/Pages/home.aspx>

To be agreed with Facilities Officer & Caretaker and Lessee

11. Payment should be made 7 days to booking office before said party.
The Facilities Officer decision will be final.
12. The Facilities Officer will decide on the number of caretakers on duty for the event. If there is Alcohol on the premises there will be 2 caretakers on duty
13. A deposit of £100 must be lodged with the customer first office 48 hours before the party. The deposit will be returned, on a satisfactory report from the caretakers on duty.
14. It is the responsibility of the lessee to ensure that there is a licence for the sale of alcohol, which is displayed during the time of the let.
15. Bars will close ½ hour before end of booking See 13.
16. The caretaker will report to the customer at the end of the event, if there is any damage or additional cleaning that will result in the loss of all or part of the deposit.
17. There should be 2 adults acting as stewards with SIA Licences. We will require a copy of their Licences before the party can take place.
18. A list of guest should be on hand at the front door. Only people on the list to be allowed in.
19. A time should be set for the doors to close and no one allowed in after said time.
20. It should be discouraged for people leaving and returning to the Centre. This can cause problems.
21. The customer is responsible for leaving the Centre in the same condition as they entered it.
22. The lessee should not enter the Centre before the agreed time and should leave at the agreed time.
23. There will be one hour extra added to the booking for the caretakers to clean up and waiting for bar and band to leave the Centre.

Facilities Officer

Caretaker

Lessee

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