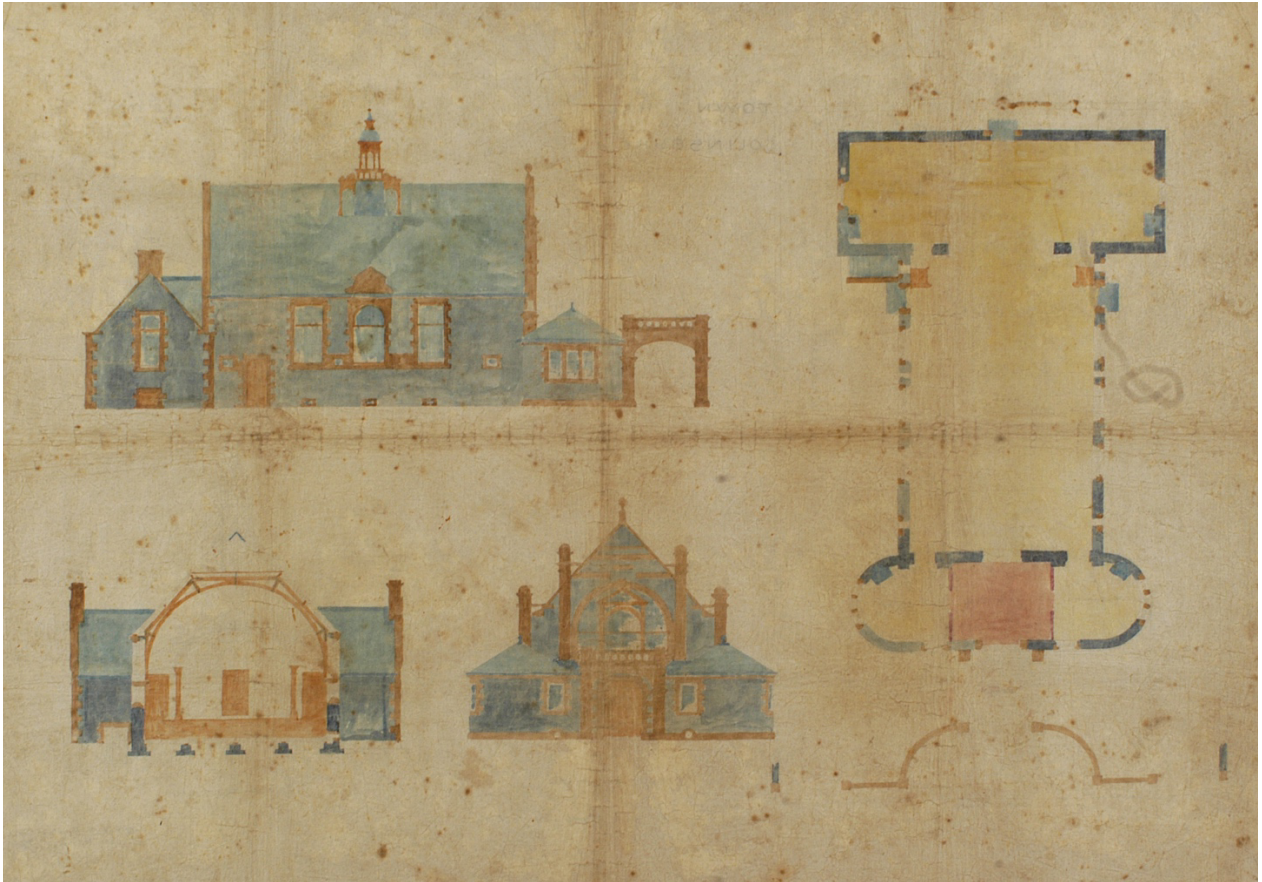


Colinsburgh Community Trust Venue/Room Booking Guide



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1. Document Purpose

This document is a guide for anyone who wishes to book one of the facilities managed by Colinsburgh Community Trust. It describes the facilities, charge rates and the booking process.

2. Venue/Room details

Town Hall Main Hall

Colinsburgh Town Hall main hall is a large hall approximately 16m x 9m (height at the apex of the ceiling is 8.5m) with a raised central stage at the front of the hall.

It has a maximum capacity of 100 people and is suitable for small weddings and parties/discos, and similar events. Bouncy castles are allowed but the operator/hirer must have appropriate liability insurance since this is not covered by the Hall's insurance.

There are tea and coffee-making facilities in the adjacent meeting room.

A separate well-equipped kitchen is available if full catering is required. This must be booked separately.

There are tables and chairs available to hire.

Town Hall Meeting Room

The Meeting Room is located to the right of the stage of the Main Hall in Colinsburgh Town Hall. It contains basic tea and coffee making facilities, a single table which can seat up to approx. 10 people. The room has an approximate capacity of 25 people seated.

Town Hall Kitchen

Fully equipped commercial kitchen with 2 large ovens, 2 induction hobs, large display fridge, dishwasher, and microwave. Saucepans, large stock pots.

Crockery, cutlery, tumblers, and wine glasses for approx. 60 covers.

If an outside caterer is going to be using the kitchen, then they must hold a valid food hygiene certificate.

Galloway Library Reading Room

A wood-panelled, high-ceilinged room which is suitable for small events of up to approx. 40 people. There are 2 long 'refectory' tables, each will seat around 12 people for meetings etc.

Galloway Library and Kitchen

A small room previously used as the community library. It has been opened up and its main purpose currently is a community cafe space (with books).

The room will accommodate small gatherings of 15 - 20 people and is equipped with 5 small tables and chairs. It is suitable for small groups/clubs e.g., book clubs or similar.

There is a small kitchen adjacent which has limited facilities including tea and coffee-making equipment, crockery, cutlery, and a fridge.

Please note - Groups using the neighbouring Reading Room may require access to the kitchen.

[Town Hall Accessories / Line Items](#)

The tables and chairs used in the Town Hall can also be hired out for external events in other venues. There are 110 collapsible chairs, 19 large collapsible tables (seating 6-8) and 10 small collapsible tables (seating 2-4).

3. Venue Images

Some photographs of the various rooms are shown below:



Figure 1 Town Hall Main Room (looking towards the stage)



Figure 2: Town Hall Main Room from stage



Figure 3: Town Hall Kitchen



Figure 4: Town Hall Meeting Room



Figure 5: Library Room



Figure 6: Library Room



Figure 7: Library Reading Room



Figure 8: Library Kitchen

4. Charge Rates

Please consult the table below for the current (as per the document date) charge rates for the facilities. The rates below are indicative and will be clarified during the booking process.

Facility	Standard Rate/hour
Town Hall (inc. Main Hall, Meeting Rooms and Kitchen)	£8.00
Library room, Reading Room & Kitchen	£8.00
Electricity usage	Charged at our current tariff rate /kWh

A booking deposit of 10% of the total fee is required to secure a provisional booking. There is also a returnable security deposit of £50.00.

There is also a charge for the electricity used and you will be required to note a meter reading at the start and end of the event..

5. Booking Process

If you want to make contact to find out more about an event or maybe book a village facility for your own event, you can use the [Events Enquiry Form](#) on the CCT website. This will send a message to the room booking system administrators who will then respond to your request.

Alternatively, you can make a provisional booking directly into our Room Booking System.

A detailed user guide on how to make a provisional booking can be found on the [CCT website here](#). Please note that you will need to provide a personal email address to make a booking. If you do not have an email address, please use the Events Enquiry Form option below instead.

Click here to open a link to the [CCT Room Booking System](#).

Once you have made your provisional booking via the Hallmaster system, please note the following:

Firstly, you should receive an email from the Hallmaster system confirming that your chosen venue has been provisionally booked.

The provisional booking will then be reviewed by a system administrator.

If necessary, the administrator will contact you via email or via your mobile (if provided) to finalise your exact requirements and timings, responsibilities on the day and what the next steps will be, including any need for booking and/or security deposit.

The administrator will also discuss with you what will need to happen on the day of the event, regarding access, room set-up, use of any required equipment, clearing-up and cleaning etc. We usually request that people who have made a booking to arrive shortly before their booking starts so we can explain these responsibilities in more detail and also show you around etc.

You will receive a second confirmation email from the Hallmaster system once the booking has been confirmed.

Click [here for the terms and conditions](#). Click [here for our Health and Safety Policy](#). Please note that by sending a provisional booking request you are agreeing to the terms and conditions and the requirements of the Health and Safety Policy.

The payment details will be communicated to you by a system administrator as part of the booking confirmation process.

Please note that if you wish to cancel a provisional booking, you will need to use the Events Enquiry Form above to contact the system administrators and ask them to cancel it for you as you cannot cancel it in the Room Booking System yourself.