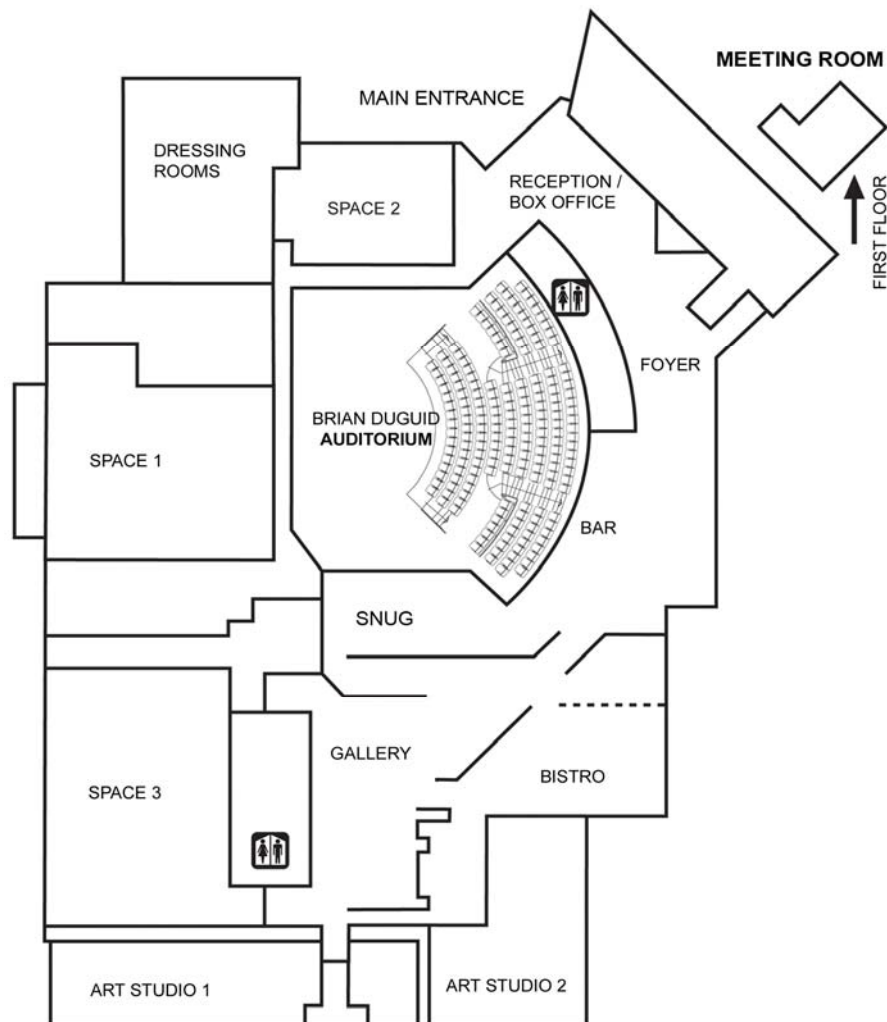


Room name	Length (metres)	Width	Height	Max Capacity
Space 1	13.2	11.4	4.4	50
Space 2	11.7	7.5	4.9	50
Space 3	16.9	11.3	3.3	200 theatre 140 cabaret
Art Studio 1	15.8	4.6	5.2	15
Art Studio 2 Pottery	4.9	3.7	4.3	8
Meeting room	5.2	3.7	2.7	20 theatre 12 boardroom



Images of rooms are available on our website: www.howdenparkcentre.co.uk

To arrange a viewing please contact: Sheena Findlay - Events Co-ordinator

Tel: 01506 773853

email: venuehire@westlothian.gov.uk

Venue Hire

Hourly rates:-

Spaces to hire	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial organisations
Meeting Room (capacity 20 Theatre, 12 Boardroom)	£11.00	£11.00	£16.55	£33.00
Space 1 (capacity 50)	£15.50	£15.50	£23.15	£46.30
Space 2 (capacity 50)	£11.00	£11.00	£16.55	£33.00
Space 3 (capacity 200 Theatre, 120 seated)	£17.60	£17.60	£24.30	£53.00
Art Studio 1 (capacity 15 seated)	£8.80	£8.80	£13.25	£26.50
Art Studio 2 Pottery (capacity 8 seated)	£8.80	£8.80	£13.25	£26.50

WLC Events:- Events held by West Lothian Council.

Community Groups non Income Generating Event:- staging non income generating events, no admission charge and no tickets are sold for the event. This includes private social events such as birthday parties.

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

1. 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	£21.30	£21.30	£26.65	£53.30

2. 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	£48.85	£48.85	£54.35	£81.55

3. 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	£325.65	£325.65	£358.15	£531.70
Additional Hourly charge	£54.30	£54.30	£59.70	£88.60

4. 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). Events with audiences of 200 people and over will require an additional steward charged at £8.80 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	£437.10	£437.10	£459.00	£592.75
Additional Hourly charge	£72.85	£72.85	£76.50	£98.80

5. 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 £8.80 per hour.

Auditorium Conference Package	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial organisations
Hourly charge	£71.70	£71.70	£77.00	£104.15

Single Dressing Room

Single Dressing Room	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial organisations
Hourly charge	£6.60	£6.60	£9.90	£19.85

Double Dressing Room

Double Dressing Room (3 and 4):	WLC Events	Community Groups non-income generating events	Community Groups Income generating events	Commercial organisations
Hourly charge	£8.80	£8.80	£13.25	£26.50

*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 income generating performances: 3% of gross ticket income

PRS Fees for non-income generating performances: £9.25 for 100 people plus £2.33 for each 25 attendees thereafter

PRS Fees for Private Hire Discos: No Charge

PRS Fees for dance classes: up to 30 attendees £1.38 per class, more than 30 attendees £1.73 per class

General Equipment Hire

Portable Induction Loop	Free
Lectern	Free
Top Table with Table Cloth	Free
Water & Cordial (top table)	£3.60
Flip Chart Stand with Pad and Pens	£5.80 each per hire
TV/DVD Player	£21.85 per hire
Digital Projector & Screen	£32.70 per hire
Laptop Computer	£22.90 per hire
Portable CD Player	£5.80 per hire
2 x Sound System	£27.20 per hire
Glitterball and Soft Lighting	£10.85 per hire
Wired Microphone (set up & operational)	£5.60 + £27.20 per hour tech (if required to be in attendance)
Radio Microphone	£27.20 + £27.20 per hour tech (if required to be in attendance)
155 Conference Chairs (medium)	Free
120 Conference Chairs (large)	Free
12 Portable staging pieces (2000 x 1000)	£21.75 set up (1-6 pieces), £43.50 set up (6-12 pieces)
44 trestle tables (1825 x 760)	Free
27 small square tables (600 x 600)	Free

A hire session is anything up to a full day use

Services Available

Additional Cleaning	£27.20 per hour
Photocopying	7p A4 & 15p A3
Laminating	75p A4 & £1.55 A3
Fax	50p/page (local only)
Phonecalls	30p p/min (local only)
Technician	£27.20 per hour
Art Technician	£30.00 per firing
Steward	£8.80 per hour
Box Office Ticketing Facility Commercial	6% of income
Box Office Ticketing Facility Voluntary Income Generating	£31.00 per event (if not taken in conjunction with performance package)
'PAT Electrical Testing' (by advance arrangement)	£4.15 per item

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

Hire charges apply to events held between April 2012 - March 2013. Prices from April 2013 are subject to change