



# ORKNEY

## ISLANDS COUNCIL

### **Education and Leisure Services – Charges 2011-12**

(1 April 2011 to 31 March 2012)

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## **KIRKWALL & STROMNESS SWIMMING POOLS**

### SWIMMING POOL CHARGES

	Adult	Concession (Youth)
<b>Adult swim</b>	£3.20	£1.60
<b>Concession (Adult)</b>	£1.60	
<b>Shower</b>	£1.60	£1.60
<b>Inflatable fun session</b>	£2.35	N/A
<b>Glider session</b>	N/A	N/A
<b>Family swim</b>	£8.05	N/A
<b>Costume/towel hire</b>	£1.60	£1.60
<b>Pool Hires</b>	£63.80	£63.80
<b>10 Swim Saver Card - Adult</b>	£28.15	£14.05
<b>25 Swim Saver Card - Adult</b>	£62.35	£31.20
<b>50 Swim Saver Card - Adult</b>	£117.30	£58.65
<b>100 Swim Saver Card - Adult</b>	£218.20	£109.10
<b>Family Card</b> (Family Card can be a combination of up to 200 junior or 100 adult swims)	£218.20	

### **Unlimited Swimming Cards – monthly direct debit**

	Adult	Concession
Single	£18.25	£9.15
Couples	£27.45	£13.75

Annual cards paid by Direct Debit are non transferable between people.

## **STROMNESS POOL AND FITNESS CENTRE**

	<b>One Person Monthly ** Direct Debit</b>	<b>Couples Monthly** Direct Debit</b>	<b>Per Session</b>	
			<b>Adult</b>	<b>Concession</b>
Fitness Room	£22.30	£33.50	£3.80	£1.90
Health Suite	£26.75	£38.90	£3.80	£1.90
Fitness + Swim	£29.95	£44.75	£4.85	£2.45
Fitness + Health	£35.50	£57.70	£4.85	£2.45
Health + Swim	£35.45	£52.90	£4.85	£2.45
Fitness/Health/Swim	£37.20	£55.75	£5.05	£2.55
Junior Swim	£ 9.15	N/A	N/A	£1.60
<b>1 hour including Fitness Adviser (inc.vat):</b>				
Induction			£10.75	£10.75
Personal Programme:				
10 Session Cards			£34.40	£17.20
25 Session Cards			£81.15	£40.60
50 Session Cards			£137.50	£68.75
Annual Unlimited Saver Card (direct debit)			£267.80	£133.90
<p><i>* No under 16's allowed to use the Fitness Suite by themselves. 14-15 yrs old may use it under supervision.</i></p> <p><i>** All direct debits payable over 12 months.</i></p>				

## **LIBRARY AND ARCHIVE SERVICE**

<b><u>OPENING TIMES</u></b>		
<b>Library</b>	Monday-Thursday	9.15 am – 7.00 pm
	Friday & Saturday	9.15 am – 5.00 pm
<b>Archive</b>	Monday, Tuesday, Wednesday, Friday and Saturday	9.15 am – 5.00 pm
	Thursday	9.15 am – 7.00 pm
<b><u>LIBRARY CHARGES</u></b>		
Loan charge for CDs	Per CD	85p
Loan charge for DVDs	Per DVD	£2.25
Inter-Library Loan	Per request	£2.35
(Non-refundable administration fee of £6.00 chargeable on any invoice issued for overdue items)		
<b><u>PHOTOCOPYING</u></b>		
Black & White:	A4 Single sided: 25p	A4 Double sided: 35p
	A3 Single sided: 35p	A3 Double sided: 45p
Colour:	A4 Single sided: 55p	A4 Double sided: 45p
	A3 Single sided: £1.05	A3 Double sided £2.10
Internet printing	Black and white: 15p	Colour: 45p

### **ARCHIVES:**

Archival Photocopying per sheet (all sizes): 45p
Non-Archival Photocopying per sheet: as per Library Photocopying Charges above
Printing from microfilm/microfiche: A4 25p/A3 35p

(A handling charge of £6.00 will be added for every 50 copies ordered. This includes VAT and postage.)

<b><u>ROOM HIRE (exclusive of VAT)</u></b>		
MacGillivray Room	(per 3 hour session)	£18.25 + VAT
MacGillivray Room	(for all day exhibition)	£33.70 + VAT
Marwick Room	(per 3 hour session)	£7.50 + VAT
Carnegie Room	(per 3 hour sessions)	£9.35 + VAT
Bookings to be made through Orkney Library & Archive, tel: 873166 during normal office hours		

<b>PHOTOGRAPHIC PRICE LIST</b>		<b>Per Photo</b>
Postcard (5x3 inches)		£2.00
20.3 x 15.2cm (8x6 inches)		£5.50
25.4 x 20.3cm (10x8 inches)		£9.00
40.6 x 30.4cm (16x12 inches)		£18.00
50.8 x 40.6cm (20x16 inches)		£25.00
In the event of publication there will be a reproduction fee of £50.00		
<b>DIGITAL IMAGES ON CD ROM (stored as all the usual file formats)</b>		
<b>Up to 20 images</b>		<b>Over 20 images</b>
£5.00 per image		£4.50 per image
Photo Quality Digital Prints A3		£6.00
Photo Quality Digital Prints A4		£3.00
There will be a handling charge of £3.00 per disc, which includes the price of the disc and the cost of postage. In the event of publication a reproduction fee of £62.00 will be charged.		
<b>There is a 50% reduction on copying for non-profit-making educational use.</b>		
Low Resolution Scans: 55p each		
<b><u>STROMNESS LIBRARY EXHIBITION/MEETING ROOM</u></b>		
<b><u>OPENING TIMES</u></b>		
Monday - Thursday		2-7 pm
Friday		2-5 pm
Saturday		11-5 pm
<b><u>ROOM HIRE (exclusive of VAT)</u></b>		
Exhibition Room		(per 3 hours session) £9.35 + VAT
Exhibition Room		(per session up to 7 hours) £14.50 +VAT
Bookings to be made through Orkney Library & Archive, tel: 873166 during normal office hours.		

## **SPORTS CENTRES AND GAMES HALLS**

<b>STROMNESS ACADEMY</b>	<b>Adults</b>	<b>Youths/Concessions</b>
	(per hour)	(per hour)
Games Hall	£28.15	£13.25
Gymnasium	£13.25	£ 6.65
Badminton Court	£6.60	£3.30
All Weather Court	£9.70	£4.90
All Weather Court + Floodlights	£11.70	£5.90
<b>All Weather Court Charges, including janitorial fees and use of changing rooms</b>		
	£19.40	£9.75
<b>Individual Casual Users: Gymnasium/Games Hall/ Table Tennis/ Badminton,/All Weather Court/*Fitness Suite</b>		
	£3.35	£1.70
<b>Athletics Track Area - Same price for all per hour</b>		
For Athletics meet		£46.40
For Club Training Session		£25.60
For Cricket		£25.60
*NO under 16's allowed to use the Fitness Room		
<b>No VAT</b> Is charged to voluntary clubs taking a let of facilities for a period of 10 or more consecutive sessions or if let exceeds 24 hour period.		

<b>KIRKWALL SPORTS CENTRE</b>	<b>Adults</b>	<b>Youths/Concessions</b>
	(per hour)	(per hour)
Games Hall	£28.15	£13.25 (for training sessions)
Gymnasium	£13.25	£6.65
Badminton Court (Per Court)	£6.60	£3.30
Teen Gym	Courses and charges as advertised	£27.65
Changing Rooms Only (special opening)		
	£16.25	
Private/Business User:	Direct trading not accepted	
Birthday Party Bookings	£14.65	
<b>All Enquiries</b> : Should be made through the Kirkwall Swimming Pool Office: Tel: 872364		

<b>DOUNBY CENTRE</b>		
	<b>Adults</b>	<b>Youths/Concessions</b>
Badminton Court (per hour)	£6.75	£3.40
Snooker	£5.95	£3.00
Fitness (per session)	£3.80	£1.90
Consultation	£10.75	£5.40
Induction	£10.75	£5.40
10 Saver Card	£34.40	£17.20
25 Saver Card	£81.15	£40.60
50 Saver Card	£137.50	£68.75
Annual Direct Debit	£267.80	£133.90
Tennis Court	£4.50	£2.25
<b>ROOM HIRE</b>		
Main Hall (per hour)	£20.75	£9.90
Small Hall (up to 4 hours)	£15.05	£7.60
Community Room 1 (up to 4 hours)	£11.30	
Community Room 2 (up to 4 hours)	£8.50	
Staff Room (up to 4 hours)	£11.35	
Birthday Party with Bouncy Castle	£35.85	
Stewarding Charge per hour: £12.90 (outside normal hours)		
VAT will be applied to the above charges where applicable		

### **PLAYING FIELDS – FOOTBALL, RUGBY & HOCKEY**

	<b>Adults (per game)</b>	<b>Youths/Concessions (per game)</b>
<b>Hockey/ Football pitch only</b>	£21.70	£6.20
<b>All training Sessions</b>	£10.10	£3.15
<b>Pitch &amp; changing rooms</b>	£29.90	£13.05
<b>Training &amp; changing rooms</b>	£16.25	£13.05
<b>Changing rooms only (By arrangement only)</b>	£16.25	£13.05
VAT will be applied to the above charges where applicable		

**Prices on pitches – 50% of game charge. (Above charges being monitored and reviewed)**

## **STROMNESS COMMUNITY CENTRE & TOWN HALL**

### **Community Centre**

<b>Cost per Session (1 hours)</b>	<b><u>Ordinary Let</u></b>	<b><u>Fund Raising</u></b>
Children's Nursery Hall	£5.80 per hour	£11.60 per hour
Reception Area	£5.80 per hour	£11.60 per hour
Back Activities Room	£5.80 per hour	£11.60 per hour
Upstairs Games Hall	£6.60 per hour	£11.60 per hour
(Youths) £2.99 per hour		
Servery	£8.00 per hour	
Children's Parties	£17.40 per hour (Nursery Hall)	
	£17.40 per hour (Back Activities Room)	
Office/Meeting Room	£7.10 per hour / £34.85 per day	

### **Surcharge on use out with normal opening hours:**

Up to 10pm	£11.70 per hour
After 10pm	£23.20 per hour
For Sunday opening	£23.20 per hour

### **Town Hall**

#### **Cost per Session (Maximum 3 hours)**

#### **Voluntary Organisations:**

	<i>Ordinary Lets</i>	<i>Fund-Raising Lets</i>	<i>Commercial Lets</i>
Room	£11.60	£21.70	£42.85
Concert Hall	£25.25	£61.60	£100.85

2nd Concert Performance during same session: 50% of 1st concert charge

All bookings and enquiries should be made to Stromness Community Centre, Stromness. Tel.: 850712 (normal office hours).

### **ALLOTMENTS**

- KEELIEQUOY
- PAPDALE
- STROMNESS

30p per square metre payable annually in arrears. 50% concession discount applies

## **KIRKWALL & ST. OLA COMMUNITY CENTRE**

### **NORMAL OPENING HOURS**

MONDAY - SATURDAY 9.00am – 5.00pm  
MON, WED & THURS evening 7.00pm – 10.00pm

### **Photocopying**

A4 – Black & White single sided 25p per copy

### **Letting Charges**

Room 1	£7.30 per hour / £37.35 per day
Room 2	£7.30 per hour / £37.35 per day
Room 3	£7.30 per hour / £37.35 per day
Foyer	£4.05 per hour
Cavern Area	£4.70 per hour
Cavern Games Hall	£5.80 per hour (Youths) £3.45 per hour
*Supper Room	£11.60 per hour / £59.20 per day

The above charges apply to voluntary organisations. Private users are charged an additional 25% and commercial users an additional 100%. No direct selling to the public. This also applies to individuals requesting lets for private gain (aerobics, keep fit etc).

### **Town Hall \***

Meetings	£11.60 per hour / £59.20 per day
Sales' of Work, Concerts etc.	£79.60 per day

Exhibitions:-

Voluntary Organisations:	£90.60 per day (normal opening hours)
Business (no direct selling):	£113.45 per day (normal opening hours)

### **Function Suite** (could include the Town Hall, Kitchen, and Supper Room)

Dinner Dances, Weddings etc. £406.70

By ticket only/invitation. (Includes Kitchen hire & licensee surcharge.

This is an entertainment license not liquor)

### **Cavern Games Hall**

Sales of Work etc.	£46.50 per session
Dances	£90.65 per dance up to 10.00 pm
Exhibitions -	
Voluntary Organisations	£54.95 per day (normal opening hours)
Business	£90.65 per day (normal opening hours)

### **Surcharge on use out with normal opening hours:**

5 – 10 pm (out with opening hours)	£11.70 per employee/hour
Surcharge on use after 10.00 pm	£23.20 per employee/hour
Sunday opening	£23.20 per employee/hour

## POINT OF NESS & BIRSAY CARAVAN AND CAMPING SITE

<b>PRICES 2011 (inclusive of 4 persons)</b>		
	<b>Birsay</b>	<b>Stromness</b>
Caravan / Motorhome with hard stand and electric	n/a	n/a
Caravan / Motorhome / Large tents with electric	£12.85	£15.65
Caravan / Motorhome / Large tents	£10.95	£12.40
Medium tents	£9.25	£10.10
Small tents	£5.80	£6.50
Awnings	£3.65	£4.15
<b>Adults:</b>		
Children (under 18):	£4.70	£5.55
	£2.35	£3.15

## OUTDOOR CENTRES

	<b>Hoy Centre</b>	<b>Rackwick</b>	<b>Birsay</b>
<b>Juniors (under 18)</b>	£12.15 p/night	£10.95 p/night	£10.95 p/night
<b>Seniors (18 and over)</b>	£15.75 p/night	£12.55 p/night t	£14.50 p/night t
<b>Under 3's</b>	£ 3.95 p/night	£ 3.95 p/night t	£ 3.95 p/night t
<b>Family Room (4 beds)</b>	£38.10 p/night	£32.75 p/night	£35.45 p/night
<b>Exclusive Room Occupancy – Adults (4 beds)</b>	2 people - £43.25 3 people - £51.15 4 people - £62.90	Up to 4 people £35.45	2 people - £40.20 3 people - £48.45 4 people - £55.55
<b>Exclusive Centre use</b>	<b>32 beds</b>	<b>8 beds</b>	<b>28 beds</b>
<b>- per night</b>	£327.45 (35% off)	£65.05 (35% off)	£262.50 (35% off)
<b>- per week</b>	£1,760.35 (50% off)	£346.40 (50% off)	£1,445.00 (50% off)
<b>Campers (under 18)</b>	N/A	£3.20 pppn	See Above
<b>Campers (18 yrs +)</b>	N/A	£4.35 pppn	See Above
<b>Key Deposit</b>	£6.20	N/A	N/A
<b>Community Hall</b>	For room hire please contact 01856 791315		
<b>Hall to hire</b>	For room hire please contact 01856 791315		
<b>Room to hire</b>	For room hire please contact 01856 791315		

## SCHOOL LETS

		Voluntary Organisations		OIC Depts FE/HE	
		<u>Ordinary Lets</u>	<u>Fund Raising</u>	<u>Providers</u>	<u>Commercial</u>
Classrooms		£12.15	£23.80	£18.00	£36.20
School Halls		£25.75	£51.40	£38.50	£102.85
Papdale Infants Hall		£47.80	£71.80	£71.80	---
KG S	1/3 Hall	£32.55	£56.90	£49.25	---
	2/3 Hall	£63.10	£71.10	£64.90	---
	Whole Hall	£58.45	£76.65	£87.80	---
Surcharge per hour after 10.30pm		<b>£14.35</b>	<b>£22.90</b>	<b>£20.80</b>	<b>£22.90</b>
Community Council Lets - £27.65 up to 2 hours (£12.10 per hour thereafter)					

## STROMNESS ACADEMY

### **SOCIAL AREA**

#### Voluntary Organisations - Regular Users

For activities, meetings etc. (Non fund-raising): £21.95 per hour

Voluntary organisations - Occasional and fund-raising

For sales, Coffee Mornings, social evenings, Junior Discos and other events: £89.45 per session (up to 11.00pm) or £24.95 per hour

For set meal and licensed events, dinner dances, adult discos, other dances, weddings etc. £192.40 (up to 11.00pm)

Surcharge on use after 11.00pm £ 22.90 per janitor hour

For all 'drinks licensed' events - Licensee surcharge: £34.95 per function

### **LECTURE HALL**

#### Voluntary Organisations

For Concert performance

(eLss than 100 in Audience:

£68.10

100 - 200 in Audience

£85.30

200+ in Audience

£102.40

2nd concert performance on same evening 50% of above charge

Rehearsals

Public meetings	£17.05 per hour
Regular users' activity groups	
Dressing rooms	£12.20 per room per booking
Stage lighting charge	£7.90 per hour
Lighting Technician	negotiated fee or client technician
Surcharge on use after 11.00 pm	£22.90 per hour
Hire of Coffee Bar facility	£8.30

## **HEALTHY LIVING CENTRES**

	<b>Contact Number</b>	<b>E-mail Address</b>
<b>STRONSAY</b>	01857 616 449	stronsay.hlc@glow.orkneyschools.org.uk
<b>ST MARGARETS</b>	01856 831 793	hope.hlc@glow.orkneyschools.org.uk
<b>HOPE</b>		
<b>SANDAY</b>	01857 600 795	sanday.hlc@glow.orkneyschools.org.uk
<b>SHAPINSAY</b>	01856 711 346	shapinsay.hlc@glow.orkneyschools.org.uk
<b>NORTH WALLS</b>	01857 791 085	northwalls.hlc@glow.orkneyschools.org.uk
<b>WESTRAY</b>	01857 677 568	westray.hlc@glow.orkneyschools.org.uk
<b>ROUSAY</b>	01856 821 443	rousay.hlc@glow.orkneyschools.org.uk

	<b>Adults</b>	<b>Concessions</b>
<b>Single Session</b>	£3.80	£1.90
<b>10 Session</b>	£34.40	£17.20
<b>25 Session</b>	£81.15	£40.60
<b>50 Session</b>	£137.50	£68.75
<b>Annual (Direct Debit)*</b>	£267.80	£133.90
<b>Induction</b>	£10.75	
<b>Fitness Room Hire (per hour)</b>	£28.75	

\* Direct Debits may be paid in 12 monthly installments

## **PAPDALE HALLS OF RESIDENCE**

**Groups** (bed, breakfast & evening meal) during recognised holiday periods  
£51.95 per person per day plus VAT

**Local Youth Organisations** £26.15 per person per day plus VAT  
(bed, breakfast & evening meal) during recognised holiday period

**Island based pupils coming to mainland:** Free of charge  
(not exceeding a total amount of £7858.35 over the academic year)  
En-suite rooms extra £5.70 per person

**Hire of room for meeting purposes**  
£12.10 per session (maximum 3 hours)

**Hire of Hall or Lounge Area** £17.45 per session (maximum 3 hours)

## **ST MAGNUS CATHEDRAL (subject to agreement at committee in June)**

Upstairs tower tours £6.50  
(Tuesday & Thursday 11am & 2pm)  
Ground floor tours £16.00  
Use of Cathedral - Commercial £55.00 p/h  
Charges for charitable bodies ££27.50 p/h

## **OUTDOOR EDUCATION (Orkney Schools only)**

1 day (Non-residential) £17.00 per head  
1 overnight £18.00 per head  
2 days (2 night) £51.00 per head  
2.5 days (2 nights) £72.00 per head  
3 days (2 nights) £75.00 per head  
4 days (3 nights) £118.00 per head  
5 days (4 nights) £127.00

Catering £10.00 per head per day

## **GUIDANCE NOTES RELATING TO SCHOOL LETS**

- a) Youth Organisations and Senior Citizens groups have free use of premises, heat and light but pay for any stewarding services.
- b) All other organisations and commercial users would be charged a let fee according to the appropriate scale of charges.
- c) Orkney Islands Council users should be invoiced to the appropriate cost centre.
- d) Youth organisations fund-raising should be charged a normal let fee at the standard rate.
- e) The right is reserved to allocate appropriate facilities depending on Centre usage.
- f) Charity fund raising concession - When let is for raising funds for a national or locally recognised charity, 50% of the let fee is given as a reduction provided the letting organisation submit a written statement showing that ALL proceeds after legitimate expenses have been given to charity.
- g) Performing Rights Society fees will be charged where necessary.
- h) Requests for business use by private individuals - contact Leisure & Cultural Services for advice. The letting system is established for bonafide clubs and organisations. Lets for private gain should not be accepted.
- i) Payment for janitorial/stewarding services is additional. The procedure for payment is through the Education and Leisure Services. The recommended charge out rate is £12.95 per hour. Enhanced rates may apply to weekend bookings. Locally agreed rates should be applied to the client's invoice with subsequent notification sent to Education and Leisure Services for payment of this amount due to the janitor/steward. Ask Education and Leisure Services for further information.

VAT will be applied to the above charges where applicable at the current rate of 20%

## **NOTES RE: CONCESSIONS**

Where it is necessary to verify someone's eligibility for concessionary charges, the following guidelines may be used.

Over 60s:	Passport, Driving Licence, Birth Certificate, Travel Pass, Letter of entitlement
People with disabilities:	Notice of Entitlement to Disability Living Allowance
Registered unemployed:	Notice of Entitlement
Income Support:	Letter of Entitlement, Order Payment Book.
Widow:	Notice of Entitlement.
Incapacity Benefit/Employment and Support Allowance:	Notice of Entitlement.
Housing/Council Tax Benefit:	Letter of Rebate/Notice of Entitlement
Students:	Form stamped by School or College, College or University Matriculation Card
Carers Allowance, Disability Living Allowance:	Notice of Entitlement
Education Maintenance Allowance:	Letter of Award
Skillseekers:	Letter of Confirmation