

SLEEPING ACCOMMODATION

1 Male Dormitory - 16 persons } 2 tier
1 Female Dormitory - 16 persons } bunks
2 Staff rooms - 3 single beds in each
Room capacities conform to Health and Safety regulations and **must not be exceeded under any circumstances.**

Dormitories to be vacated by 10.00 am on day of departure. (This does not apply to Sunday departures.)

BEDDING SUPPLIED - (included in charge)

Pillow and pillow case, fitted sheet, duvet and duvet cover. Groups are responsible for making and stripping of all beds.

WASHING AND TOILET FACILITIES

Main toilet facilities are public areas and may be used by Community Centre user groups.

CATERING FACILITIES

Kitchen /Dining Area , 1 Electric Industrial Cooker, 1 Electric Household Cooker, Dish Washer, two Fridge/Freezers, Microwave, Toaster, pots, pans, utensils, cutlery and crockery. Dry goods storage space.

NB - Dishwasher detergent and finisher are provided free of charge. Please do not use any other products in the machine.

RECREATIONAL AREAS

T.V. Lounge, Small Games Hall & GP Room. Exclusive use is subject to their being no programmed Community group activities.

EQUIPMENT HIRE

For a small fee you may hire our small games equipment. Fee payable on arrival - see booking form for details.

MAKING A BOOKING

Bookings must **always** be made via the Centre Administrator, Cullen Community and Residential Centre (address overleaf).

Group numbers and *arrival and/or departure times must be confirmed at least 7 days prior to arrival.

*Specific times are essential in order to guarantee a member of staff will be available to admit you. Staff are authorised to be present for only 15minutes before and after your stated times.

***SCALE OF CHARGES – 2015/2016**

(a) SCHOOL & YOUTH GROUPS IN MORAY and FORMER GRC

17 persons & over - **£12.50** per person per night
Under 17 persons - **£180** per night

(b) ADULT GROUPS OUTWITH MORAY and FORMER GRC

17 persons & over - £26.00 per person/night

Under 17 persons - £325.00 per night

Registered special needs groups are entitled to 50% discount on the above charges.

***NB Prices quoted INCLUDE VAT which will be charged at the current rate.**

DEPOSIT

£25 deposit (non refundable) to accompany Booking Forms and will be deducted from final account. Cheques should be made payable to: **'THE MORAY COUNCIL'**.

Unless previously agreed, we must have at least 14 days notice of cancellation or a £50 late cancellation fee will be incurred.

ESSENTIAL PRE DEPARTURE PROCEDURES

Failure to comply may result in additional charges to your group.

- a) All beds stripped and laundry stacked neatly - Centre Staff will advise.
- b) All floors swept.
- c) Cutlery, crockery, utensils etc washed and returned to the appropriate place.
- d) Dishwasher should be emptied and rinsed.
- e) Cookers, tables, worktops wiped clean and left free from grease.
- f) All waste bins emptied and rubbish placed in wheelie bins at rear of centre.
- g) Clean black bag replaced in every bin.
- h) Wardrobes and drawers emptied.
We regret we are unable to forward lost property - groups must make their own arrangements for collection.
- i) Please report any breakage or complaints to a member of Staff, before you leave.

NB

Cullen is a Community Centre with residential facilities. There may be times during your stay, when programmed groups are in the building. Residential groups and Centre groups will always be advised when this occurs.

Alcohol should not be brought into or consumed on the premises.

*The Moray Council reserve the right to revise their scale of charges, therefore, rates quoted may not be those prevailing at date reservation is required.