

## TELEPHONE Nos.

Phone Numbers of emergency services etc are displayed in the Centre and in the Resident's Handbook which is made available to groups on their arrival.

## Smoking is prohibited in all areas of the building and surrounding grounds.

Animals (other than Guide or "hearing" dogs) are not permitted in the building.

## HEATING

Oil fired central heating.

## DRYING FACILITIES

Drying rooms are available in the Male & Female toilet areas.

## INSTRUCTIONS TO USERS

You are bound to abide by the advice given by Centre staff, concerning the accommodation and facilities.

### **Dormitories should be locked when not in use.**

The Moray Council will not accept responsibility for loss or damage to any personal property or equipment, during your stay.

### **During your stay you are required to keep the premises clean & tidy.**

Particular attention must be given to all areas related to food preparation and storage.

Please use lighting as if it were your own and switch it off when not in use or you leave the building.

## GRAFFITI

Graffiti is ugly and unnecessary, groups will be charged for the removal of any left behind after their visit.

## IN CASE OF EMERGENCY

a) Major problems arising within the building – see **instructions in handbook given to you on your arrival.**

b) Other problems - **contact a member of staff (see handbook).**

## FIRE REGULATIONS

Copies of fire regulations, evacuation procedures and floor plan showing location of fire exits, fire extinguishers & alarms will be sent to you with the booking forms. On arrival your designated group leader(s) will be shown the location of fire exits, extinguishers, assembly area etc.

**It is the responsibility of Group Leaders to inform their members of the position and type of fire fighting equipment and the location of all fire exits and assembly areas, in the event the building has to be evacuated.**

We hope your stay at Cullen will be enjoyable. Should you have any problems or complaints please report them to a member of our staff before you leave. Alternatively complete a complaints postcard, available in the foyer.

We welcome suggestions as to how we can improve our service and would appreciate you taking a few minutes to complete a feedback form and deposit it in the box in the foyer.

Thank You.

Am April 2011 mc  
This booklet supersedes all previous editions

## THE MORAY COUNCIL EDUCATIONAL SERVICES SPORT & LEISURE SERVICES

[www.moray.gov.uk](http://www.moray.gov.uk)



**CULLEN COMMUNITY &  
RESIDENTIAL CENTRE**  
Seafield Road  
**CULLEN**  
Buckie  
AB56 4AF

Tel. No. 01542 840701

e-mail: [Moira.coen@moray.gov.uk](mailto:Moira.coen@moray.gov.uk)

Resident's payphone  
**01542 840702**

**Please use this number to contact the group in residence.**

## LOCATION

Situated East of Cullen Town Square on the main A98. Ample parking.

## ACCESS

A member of staff will be present to admit you at the mutually agreed time.

## SLEEPING ACCOMMODATION

1 Male Dormitory – 16 persons ) 2 tier  
1 Female Dormitory – 16 persons ) bunks

Room capacities conform to Health & Safety regulations and must not be exceeded under any circumstances.

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

## BEDDING SUPPLIED (included in charge)

Pillow & pillow case, fitted sheet, duvet & duvet cover. Groups are responsible for making & stripping 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 containing: 1 Electric Industrial Cooker, 1 Electric Household Cooker, Dish Washer, Two Fridge / Freezers. Microwave, Toaster, pots, pans, utensils, cutlery & crockery. Dry goods storage space.

NB Dishwasher detergent & finisher are provided free of charge. Please do not use any other products in this machine.

## RECREATIONAL AREAS

T.V. Lounge, Small Games Hall & G.P. 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 Co-ordinator, Cullen Community and Residential Centre (address overleaf).

**Group numbers and arrival & departure times\* must be confirmed at least 7 days prior to your 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 & after your stated times.

## \*SCALE OF CHARGES – 2011 / 2012

### **(a) SCHOOL & YOUTH GROUPS IN MORAY & FORMER GRC**

17 persons & over - £8.50 per person per night

Under 17 persons - £125 per night

### **(b) ADULT GROUPS OUTWITH MORAY & FORMER GRC**

17 persons & over - £17 per person per night

Under 17 persons - £230 per night

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

**NB Prices quoted do not 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.  
All floors swept
- b) Cutlery, crockery, utensils etc washed and returned to the appropriate place.
- c) Dishwasher should be emptied & rinsed.
- d) Cookers, tables & worktops wiped clean and left free from grease.
- e) All waste bins emptied and rubbish placed in wheelie bins at rear of centre.
- f) Clean black bag replaced in every bin.
- g) Wardrobes & drawers emptied.  
We regret we are unable to forward lost property - groups must make their own arrangements for collection.
- h) Please report any breakage or complaints to a member of Staff before you leave..

## N.B.

Cullen is a Community Centre with residential facilities and there may be times during your stay, when programmed groups are in the building. Residential groups & 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.