



HELENSBURGH & LOMOND CIVIC CENTRE ROOMS FOR HIRE



ANNEX ROOM 1

Available Monday - Friday
9am - 8:30pm at a
concession rate of £19.50
p/h or a commercial rate of
£25.35 p/h

For bookings out with
these time frames, please
contact our team to see if
we can accommodate your
booking.



Purpose

Ideal for meetings,
parties, workshops &
classes



Capacity

Sits 30 in conference style
layout, 50 in theatre style
layout, 12 for floor based
classes, 60 standing



Amenities

Electric Projector with
HDMI set up, kitchenette



ANNEX ROOM 2

Available Monday - Friday
9am - 8:30pm at a
concession rate of £15.50
p/h or a commercial rate
of £20.15 p/h

For bookings out with
these time frames, please
contact our team to see if
we can accommodate
your booking.



Purpose

Ideal for meetings or
smaller workshop
sessions



Capacity

Sits 8 in conference style
layout, 6 for floor based
classes, 20 standing



Booking

Available at half price
when booked in
conjunction with Annex
Room 1



COMMUNITY ROOM

Available Monday - Friday
9am - 8:30pm at a
concession rate of
£21.50 p/h or a
commercial rate of £27.95
p/h

For bookings out with
these time frames, please
contact our team to see if
we can accommodate your
booking.



Purpose

Ideal for meetings or small
workshops



Capacity

Sits 12 in conference style
seating



Amenities

Kitchen and island area
for tea / coffee and
catering options.
Curtains can be drawn
across doors for privacy.



MARRIAGE ROOM

Available Monday -
Friday 9am - 8:30pm at a
concession rate of
£27.00 p/h or a
commercial rate of
£35.10 p/h

For bookings out with
these time frames, please
contact our team to see if
we can accommodate
your booking.



Purpose

Ideal for wedding
ceremonies, meetings, or as
an extra room for events in
the Assembly Hall



Capacity

Sits 80 in theatre style
layout, 100 standing



Not Just For Weddings

This space can be fully
cleared and utilized for a
wide range of functions



ASSEMBLY HALL

Hire of the Assembly Hall starts from £36.00 per hour.

Get in touch with our team for more information on prices, and arranging your booking.



Purpose

Ideal for parties, weddings, exhibitions and large gatherings



Capacity

Sits 100 in theatre style layout, 100 in banqueting style, 150 standing

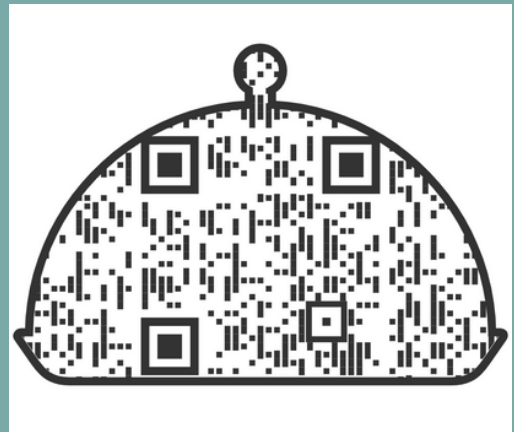


Amenities

Planning an event? For £84 p/h, we will staff, set up, clean up and run a bar during your booking.



CATERING OPTIONS



We offer a wide range of catering options from working breakfasts and lunches, to bespoke wedding and party catering.

Scan the QR code to view our standard catering options.

If you would like a bespoke catering package, please contact

diane.ferry@argyll-bute.gov.uk



HOW TO BOOK

To make your booking, please get in touch with our team.

Please advise numbers, what set up is required, and the timings of when you would like to book.

Email:

HLCCEvents@argyll-bute.gov.uk

Telephone Number:

01436 658886



BOOKING TERMS & CONDITIONS

1. Booking of Lets

- 1.1 The minimum let duration is 1 hour. Any use of the facilities is charged per 30 minutes.
- 1.2 The charge for your let will be based on the times and dates stated by the applicant at the time of booking.
- 1.3 The purpose of the booking must be clearly stated along with the number of attendees, and number of under 18's who will be present. If the purpose of the let is found to be different to what was specified at the time of booking, the let will be cancelled.
- 1.4 Groups working with children or vulnerable people must have appropriate practices and policies in place in line with the Protection of Vulnerable Groups (Scotland) Act (2007).
- 1.5 At least three days' notice must be given if you wish to cancel your arranged let, and no-shows will be charged at the full rate. Under certain conditions, e.g. emergencies, Customer Services reserves the right to cancel a booked let without notice, with the return of any costs to the booking holder. In the rare occurrence of a double booking, the displaced lessee will be entitled to a refund.
- 1.6 The use of these facilities for any form of gambling or commercial gain is forbidden.
- 1.7 Lets can only be booked in the Marriage Room if there are no weddings scheduled. As a consequence of this, lets of this room can only be made a maximum of 29 days prior to the date of the let. Regular lets can only be accommodated in this room if they are on a weekday evening.
- 1.8 Any marriage bookings must be taken by the local registrar, and only the registrar has the authority to conduct wedding ceremonies in the Marriage Room.

2. Payment of Lets

- 2.1 Prepayment may be required for lets. The person making the initial booking is responsible for ensuring that the let is paid.
- 2.2 Invoicing and billing details must be provided at the time of booking.

3. The Responsibilities of Groups in the Use of Rooms

3.1 The start and finish times stated in your booking must be strictly adhered to.

3.2 To gain access to the room you have booked, please approach the main reception no later than 5 minutes before your start time. There is a 15 minute grace period before and after the start of your let. Setting up and packing down is expected to be completed within the time slot of the booking, and any time out with the grace period will incur additional charges.

3.3 It is imperative that the room is left in the same way it was found, and able to be immediately used by another group. Failure to do so may result in an additional charge to the lessee. Any loss or damage to council equipment or facilities may also incur additional charges.

3.4 In the event of any problems or enquiries, please consult a member of staff.

3.5 The council cannot accept responsibility for any loss or damage of possessions. Let holders are responsible for ensuring that personal possessions are adequately safeguarded.

3.6 The person booking the let is responsible for the conduct of those in attendance at their event. The council reserves the right to terminate a let immediately if any attendee's behaviour is unruly, inappropriate, or if they are in breach of any conditions of the let.

4. Health and Safety

4.1 Smoking is prohibited throughout the building.

4.2 In the event of a fire or alarm, the lessee will be responsible for directing their attendees to the assembly point at the Janitor's House at the front of the building, and to make themselves known to a fire marshal.

4.3 Accidents within the building must be reported to a member of staff, who will assist by helping you complete an accident report form.

4.4 Groups are advised that the responsibility lies with each group regarding the obtaining of Public Liability Insurance, Risk Assessment and First Aid Provision to cover their activities.

5. Catering

5.1 If your group requires catering, please contact the Commercial Catering Manager Diane Ferry who can be reached at Diane.Ferry@argyll-bute.gov.uk who will provide you with options and a quote. Please make any dietary requirements or allergens known at the time of enquiring.

5.2 Alcohol is not permitted unless agreed upon at time of booking.

5.3 If a bar is being run at an event, any alcohol that has been brought by attendees and not been previously agreed upon will be confiscated, and returned at the end of the night.

6. Parking

6.1 Limited parking is available at the Helensburgh and Lomond Civic Centre, but an overspill car park is available and can be found across the road on Maitland Court road.

6.2 Spaces cannot be reserved in advance. Parking is not permitted in loading bays, and disabled spaces are only to be used if you have entitlement and your Blue Badge is clearly displayed.

6.3 A bicycle rack is available for use if required.

7. GDPR

7.1 As per the 2016 GDPR legislation, personal data will only be kept until it has been processed for its stated purpose. Data will be safeguarded and deleted after it has fulfilled its purpose, and we will only ever ask you for necessary information.