

boardrooms

conference room

meetings rooms

lecture theatre

video conferencing

beechtree restaurant

fitness suite

# MORAY COLLEGE



Accommodation Hire





# Accommodation for Hire

As well as providing a wide range of learning opportunities, Moray College also has accommodation that is for hire to individuals and to organisations in industry, commerce and the public sector. The College's Conference Room, Board Rooms and Lecture Theatre can all be equipped with TV/Video, OHP/Screen, Slide Projector/Screen, Data Projector/Screen and Flipchart and Markers as required and can be hired on a per day, per half day or per evening basis.

## Room Hire Rates

	<b>Equipment Supplied as Standard</b>	<b>Cost per Day</b>	<b>Cost per Half Day* or Evening</b>
Conference Room	TV/Video Flipchart & Markers Plasma Screen	£210	£115
Board Room	Flipchart & Markers Plasma Screen	£115	£75
Lecture Theatre	TV/Video Flipchart & Markers Slide Projector/Screen; Data Projector/Laptop	£175	£100
General Rooms	Flipchart & Markers	£65	£45
Games Hall	On application to the College Accommodation Officer		

(\*Half Day being: 0900 – 1300 hrs or 1300 – 1700 hrs)

Other specialised areas eg. workshops, kitchens laboratories and specialist rooms are available for hire. Please contact the College Accommodation Officer.

### Video Conferencing

The College also has video conferencing facilities which are available for hire at £75 per hour plus cost of calls at BT standard rates

### Tea/Coffees and light refreshments

Tea/Coffees and light refreshments may be made available in meeting rooms (subject to room suitability) on request as supplied by Moray College - please see attached Catering Price List.

### Cancellation

If written notice is received **not less than 10 working days in advance** a full refund will be given less a £20 administration charge. If you cancel later than this, the full room hire rate will be charged plus the cost of any food wastage.

**These prices are effective from 7 January 2010**  
**Payment in full to be made at the time of booking.**  
**VAT at the current rate of 17.5% will apply to the above charges.**

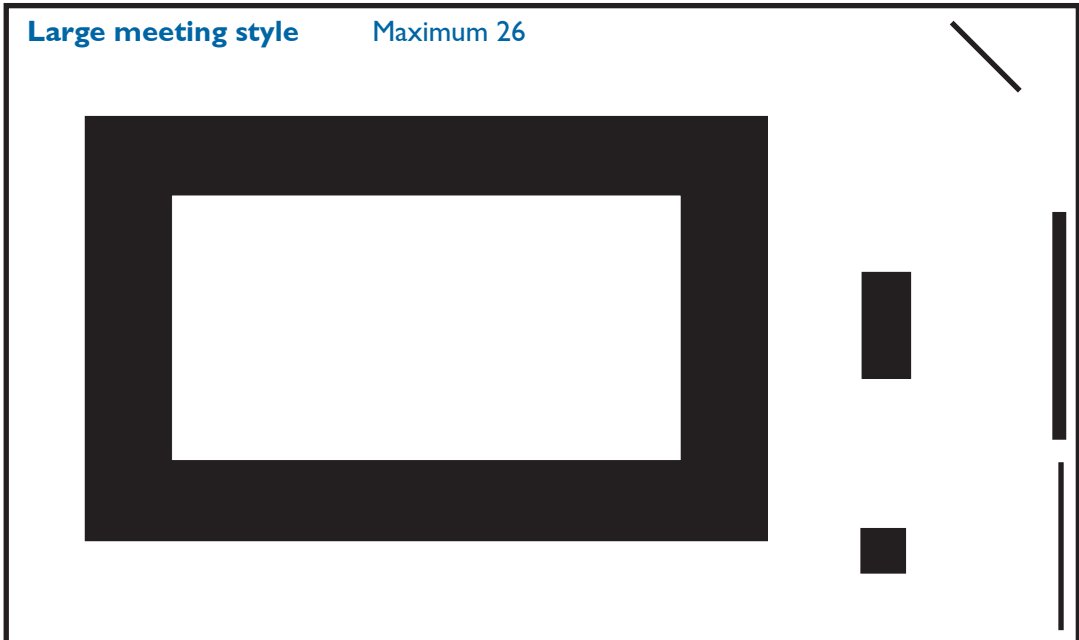
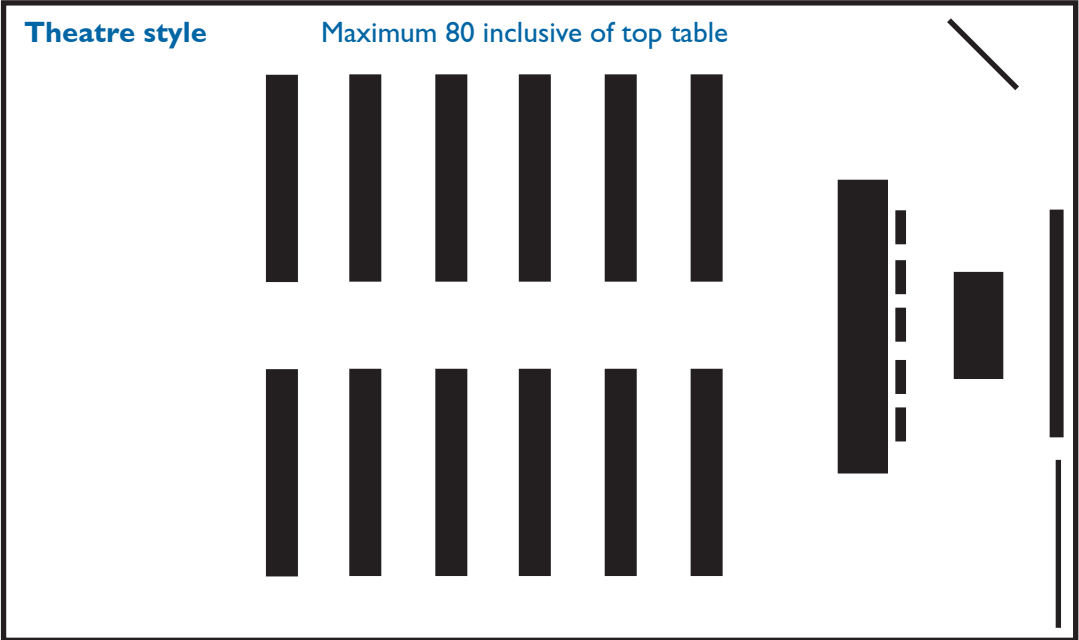
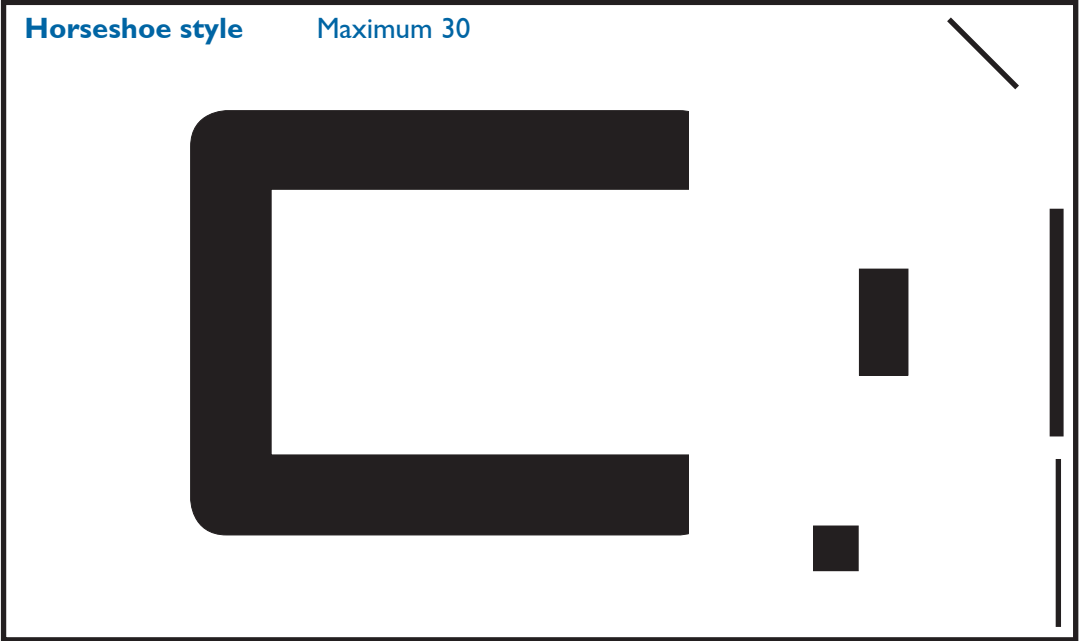
The above rates apply during normal College opening days and times, which are:  
Monday - Thursday 0845 to 2130 hrs and Friday 0845 to 1630 hrs

Friday evenings after 1700 hrs and every evening past 2130 hrs, together with all weekend hours and holiday periods will be subject to an additional charge.

For further information please contact

Accommodation Officer  
Moray College  
Moray Street  
Elgin, Moray, IV30 1JJ  
Telephone (direct line) 01343 576475  
e-mail accommodation@moray.uhi.ac.uk

# Conference Room Layout Styles



# Conditions of Let

1. Application for a let must be made on the appropriate form stating the purpose for which the let is required and the duration of the let. In the event of a cancellation, the Hirers are bound to notify (in writing) the Accommodation Officer, Moray College **no later than 10 working days** prior to the let. Failure to do so, without reasonable explanation, shall result in a cancellation fee being levied.
2. **Cancellation**  
If written notice is received **not less than 10 working days** in advance a full refund will be given less a £20 administration charge. If you cancel later than this, the full room hire rate will be charged plus the cost of any food wastage.
3. The Hirers shall be responsible for maintaining good order, behaviour, proper conduct and for ensuring that The Health and Safety requirements of the College are met.
4. The Hirers are required to have adequate Public Liability Insurance cover. If your organisation does not hold Public Liability Insurance, this must be notified to the College at the time of booking.
5. Neither the College Board of Management nor any of its employees will accept any liability for any accident that may happen, or any loss that may be sustained, in or on the premises managed by the College Board of Management during or in connection with such meetings or activities, whether such accident arises from a defect in the premises or contents, let or otherwise.
6. Clients hiring accommodation at College shall be held liable for any damage to the building, or property or furniture or furnishings therein, or in any other part of the building during or arising out of, their occupancy of the same.
7. No additional fittings/decorations shall be used within the building without the consent of the Principal or his nominee.
8. No nails or screws shall be fixed into the floors or walls in any part of the building.
9. It is for the Principal or his nominee to determine whether, in connection with a let of College property, the services of a Site Assistant or other member of staff are required.
10. All activities shall be open to inspection at any time by the Principal or his nominee.
11. Persons hiring the accommodation shall be held responsible for ensuring that any special emergency and other regulations in force are adhered to. With regard to fire and safety regulations, it is the responsibility of the Hirer to familiarise him/herself with the College's regulations relating to the building, in order that in the event of a fire alarm occurring during the Hirer's presence in the building, he/she will be able to organise his/her group in the appropriate manner.
12. It shall be within the discretion of the Principal to:
  - a) transfer lettings from one part of the College Premises to another, if in his opinion circumstances justify this and subject to appropriate notice of the proposed change being given to the intending Hirers;
  - b) to modify in other respects or discontinue a let accordingly as the accommodation may be required for educational or other purposes;
  - c) to refuse occupancy or to terminate any letting without notice and without assigning any reasons in any case where, in his opinion, such action appears necessary.
13. The Principal may, at any time, for reasons deemed by him sufficient, suspend, alter or withdraw any or all of the foregoing regulations.

**Moray College operates a no-smoking policy in all buildings and the immediate external vicinities.**

# Emergency Evacuation

1. Each room within the College displays a statement on Fire Emergency Procedures and a map showing the escape route. Please familiarise yourself with these and ensure that you know your Emergency Evacuation Route.
2. The evacuation signal is a continuous siren; some areas are separately alarmed such as Nursery and Victoria Art Building and have a continuous bell. In either case it is a strident sound.
3. When the evacuation signal sounds, switch off all machinery and equipment, catering areas must have all items removed from cooking surfaces, conduct the group out in a quiet orderly manner, taking your conference membership list with you.

On the upper floors of Culbin Wing, Learning Resource Centre (LRC) and Technology Centre ensure that all disabled persons who cannot negotiate the stairs are reassured and, where possible, taken to the stairwell refuge containing the lift. **Should it be necessary a volunteer may stay with the disabled person until evacuated.** Should it not be possible to reach the lift stairwell due to smoke or fire they should be taken to the nearest safe stairwell refuge.

Shut the door behind you but do not lock. **Do not** allow members to delay evacuation by packing up personal belongings.

4. Lifts **must not be used** in Emergency Evacuation (see *Item 7 - Disabled Persons*). When the emergency alarm sounds the lifts in Culbin Wing, LRC and Technology Centre will:
  - Automatically go to the evacuation level and remain there.
  - Open their doors.
  - Not operate using normal procedures.
5. Maintain a coherent group when the assembly point is reached - ensure that you are clear of roadways and access areas. Be ready to inform the responsible person of any absent members. Responsible persons are stationed as follows:

**Main College Site** - the area outside the Reception entrance and rear carpark.

**Technology Centre** - the main entrance gate

**Victoria Art Building**

6. The signal to return to the building is given by three short bursts of the siren. **Do not** allow any person to re-enter the building until this signal is given.
7. Disabled Persons.  
These persons form a small but vulnerable group. The following rules apply:
  - a) Disabled persons, including wheelchair users, must allow all able-bodied persons to leave first. The disabled person can then leave or be assisted to leave. It is important that no delay is caused by a disabled person.
  - b) If a situation occurs that would endanger a disabled person while being evacuated, they should be left within the stairwell, clear of the stair, and a responsible person informed.
  - c) If it is safe to do so the responsible person will authorise a trained lift operator to re-enter the building and rescue any disabled persons still in the building.
  - d) If College personnel have not been in a position to evacuate the disabled person, the Emergency Services will then make the disabled persons evacuation a first priority.

**You are required to ensure that all members of your organisation/group are aware of the emergency evacuation routes.**

# The Beechtree Restaurant

The Beechtree Restaurant is part of the main campus of Moray College and enjoys the reputation of being one of the finest training restaurants in Scotland. You can eat in style here – we are talking gourmet class food prepared by our very own students.

The Coffee Shop, serving teas/coffees and home baking, is open between 10 am - 3 pm. Lunch (soups/sandwiches/hot snacks) is available from 12 noon - 1.30 pm. Formal dining is also available (3-course lunch plus coffee at a cost of £9.00). Booking is essential for formal dining.

For further information and bookings telephone 01343 576424.



## Catering Price List Effective 7th January 2010

Tea/Coffee	£1.20	<b>Lunch Option 1</b>	£5.60
Scones: Cheese, Fruit, Plain	£0.95	<i>Homemade Soup of the Day</i>	
Homebakes	£0.95	<i>Selection of Sandwiches</i>	
Shortbread	£0.65	<i>Crisps</i>	
Soup	£2.10	<i>Orange Juice</i>	
Sandwiches	£2.35	<i>Tea or Coffee</i>	
Iced Water	£0.35	<b>Lunch Option 2</b>	£4.50
Mineral Water	£1.85	<i>Selection of Sandwiches</i>	
<b>Three Course Lunch</b>		<i>Crisps</i>	
<i>Served in the Beechtree</i>	£9.00	<i>Fruit Basket</i>	
		<i>Orange Juice</i>	
		<i>Tea or Coffee</i>	
		<b>Lunch Option 3</b>	£POA
		<i>Finger Buffet</i>	

Option 1 & 2 available in some meeting rooms  
or Beechtree Restaurant

**Evening Functions by arrangement**  
**Payment to be made in full at time of booking**  
**VAT at the rate of 17.5% will apply to the above charges**  
**Early booking is recommended**

### Cancellation

If written notice is received **not less than 10 working days in advance** a full refund will be given less a £20 administration charge. If you can cancel later than this the full room hire rate will be charged plus the cost of any food wastage.

# Games Hall and The Fitness Suite

Our large well-equipped Games Hall can be hired by the hour or part thereof. This facility is much sought after by sports clubs wanting indoor training facilities during the winter months and is very suitable for 5-a-side football, badminton, basketball and volley ball.

The Fitness Suite has a variety of resistance machines, free weights and cardiovascular equipment. We can also design individual training programmes for your own requirements. The gym is staffed at all times by qualified instructors.

<b>Opening Times:</b>	Tuesday & Thursday	4.00pm - 7.00pm
<b>Cost:</b>	Students	£16 per term
	Staff and members of the public	£24 for 10 sessions
	Concessions	£19 for 10 sessions

To book an induction please contact the Fitness Suite by telephone **01343 576436** or pop in during opening times.

## Rules & Regulations for the use of the Games Hall

- Each user group must name a responsible person who will be present during the Let and ensure that all security and safety aspects are adhered to. In particular:
  - Action to be taken if First Aid is required.
  - Reporting and recording of accidents.
  - Emergency evacuation.
- The responsible person must have studied the Risk Assessment for the named activity. It is their responsibility to ensure that the user group adheres to the content of the Risk Assessment. It is expected that the users will demonstrate responsible behaviour at all times.
- Each user group must maintain a register of activity members which includes:
  - Names
  - Addresses,
  - Student ID number, if appropriate,
  - Emergency contact name and telephone number,
  - Date of birth – if under 16,
  - Appropriate medical or health details that may affect physical activity.
- All users must wear appropriate sports kit in order to participate in activities.
  - Training shoes **must** have non-marking soles and be for **indoor use only**.
  - No jewellery should be worn during activity sessions,
- No food or drink is permitted in the Games Hall apart from water, which must be in a bottle with a sports cap top.
- All bags must remain outside the Games Hall.
- All spectators must remain outside the Games Hall. Viewing can take place through the Perspex window.
- It is expected that users will leave the Games Hall, as they would wish to find it.
- Any damage **must** be reported to the Games Hall Assistant immediately.

The register should be present at each session and an attendance record kept.



# Application for Hire of Accommodation

Booking **must** be accompanied with **full** payment.  
**BLOCK CAPITALS PLEASE**

## CONTACT DETAILS

Hirer Contact Name \_\_\_\_\_

Name of Organisation \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

Copy of Public Liability Insurance Certificate enclosed  No Public Liability Insurance (see "Conditions of Let - point 4")

I/we\* have read the **Conditions of Let, Emergency Evacuation and Regulations for Use of Games Hall** (\*please delete as appropriate)

## ACCOMMODATION REQUIRED & DATES REQUIRED

I/We hereby apply for the let of

Classroom		Games Hall	
Examination Room		Beechtree Restaurant	
Conference Room		Lecture Theatre	
Board Room		Other (please specify)	

Day and date \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_

for the purpose of \_\_\_\_\_

Number attending \_\_\_\_\_

Conference Room Layout Style (if applicable) \_\_\_\_\_

Please refer to Price List and Conference Room Layout Styles

**CATERING REQUIREMENTS - please tick  if catering is required and complete reverse of this form**

## OTHER INFORMATION

Please indicate if eg. a plasma screen, computer, internet access, TV/DVD, flipchart, hearing loop, disabled access, etc. are required.

## SITE ASSISTANT

The services of a Site Assistant are available Monday to Thursday from 8.00am until 9.30pm, Friday 8.00am until 5.00pm during term times. All other hours outwith the above will incur an extra charge.

**The services of a Site Assistant are/are not\* required outwith times specified and I/we\* agree to meet the costs incurred.** (\*please delete as appropriate)

Signature of Hirer \_\_\_\_\_ Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

## Payment Method

<b>Credit/Debit Card Number</b> _____ <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Visa Delta <input type="checkbox"/> Maestro (Switch) Security Code [last 3 digits on reverse of card] _____ Please debit my card with the following amount £..... Signed..... Date .....	Valid from _____ Expiry date _____ Issue no. _____	<input type="checkbox"/> Cheque (payable to Moray College) <input type="checkbox"/> Cash (please pay at Cash Office) <b>Payment in full to be made at the time of booking. VAT at the current rate of 17.5% will apply to all charges.</b> <b>CANCELLATION</b> <b>If written notice is received not less than 10 working days in advance a full refund will be given less a £20 administration charge. If you cancel later than this, the full room hire rate will be charged plus the cost of any food wastage.</b>
--	--	--

Return the completed Application Form to: Accommodation Officer, Moray College, Moray Street, Elgin IV30 1JJ  
 Telephone (01343) 576475 Fax (01343) 576001 Email accommodation@moray.uhi.ac.uk

# CATERING ORDER FORM

ACCOMMODATION				
REF. No.	A	C		
OFFICIAL USE ONLY				

**This form to be submitted AT LEAST 10 days prior to Event Date.  
All relevant sections MUST be completed.**

## CONTACT DETAILS

Hirer Contact Name \_\_\_\_\_

Name of Organisation \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ FAX \_\_\_\_\_

Event Date \_\_\_\_\_

(\* CIRCLE as appropriate)

TIME	QTY	DESCRIPTION	OFFICIAL USE ONLY	
			£ per person	£ TOTAL
		<b>EARLY MORNING:</b> <i>Tea/Coffee, Scones (after 9.15am)</i>		
		<b>MID MORNING:</b> <i>Tea/Coffee, Scones*/Homebakes*/Biscuits*</i>		
		<b>LUNCH:</b> <i>Soup</i>		
		<i>Sandwiches</i>		
		<i>2-course lunch (POA)</i>		
		<i>3-course lunch</i>		
		<i>Option 1</i>		
		<i>Option 2</i>		
		<i>Option 3 - Finger Buffet (POA)</i>		
		<b>AFTERNOON TEA:</b> <i>Tea/Coffee, Homebakes*/Fruit Cake*</i>		
		<b>EVENING FUNCTION</b> <i>(by prior arrangement)</i>		
		<b>OTHER</b> <i>(by prior arrangement)</i>		
		<b>DRINKS</b> <i>(please specify requirements):</i>		
		<b>MISCELLANEOUS</b> <i>(please specify requirements):</i>		
		<b>SPECIAL REQUIREMENTS</b> <i>(please specify requirements):</i>		
			Subtotal	
			VAT	
			TOTAL	

Signature \_\_\_\_\_

Date \_\_\_\_\_



MORAY COLLEGE

## Accommodation Hire

boardrooms

conference room

meetings rooms

lecture theatre

video conferencing

beechtree restaurant

fitness suite