

LETTING OF SCHOOL KITCHENS / DINING ROOMS

CATERING LETS GUIDELINES AND APPLICATION

School Kitchens and Dining Rooms are available for School use and outside organisations.

If the use of any cooking, dishwashing or refrigeration equipment is required by the organisation a member of Highland Council Catering Staff must be in attendance for supervision, where there will be a charge. Where only tea and coffee making facilities are required no Highland Council Catering Staff require to be in attendance.

- Sink facilities for washing up are also available.
- Crockery is available in limited locations.

LET CHARGES

A. Highland Council ECS Activities, PTA Meetings/Fundraisers, Highland Councillors Surgeries, Community Councils, Sunday Schools and School Boards

Kitchen and Dining Room - No Charge

If Highland Council Catering Staff are required charges will be levied @ £10.00 per hour Monday to Friday. Enhanced rates will apply for evenings, weekends and public holidays.

B. Youth, Senior Citizens, Disabled Groups, Playgroups, Feis-Youth and Registered Charities

Kitchen - £28.40 for first 4 hours and £14.25 for 4 hour let thereafter plus gas/electricity charges.
Dining room – No charge Monday to Friday during term time up to 10.00pm. Surcharge of £20.00 per event at weekends and holidays up to 10.00pm.

If kitchen or servery is used for tea making facilities there will be a single charge of £20.00 per event.

If Highland Council Catering Staff are required charges will be levied @ £10.00 per hour Monday to Friday. Enhanced rates will apply for evenings, weekends and public holidays.

C. Blood Transfusion Service, Recreational Groups, Religious Groups, Political Groups, Feis-Adult and Non Commercially Provided Instruction

Kitchen - £28.40 for first 4 hours and £7.75 per hour thereafter plus gas/electricity charges
Servery - £7.75 per hour or part thereof.
Dining room - £7.75 per hour or part thereof.

If kitchen is used for tea making facilities only, £7.75 per hour or part thereof.

If Highland Council Catering Staff are required charges will be levied @ £10.00 per hour Monday to Friday. Enhanced rates will apply for evenings, weekends and public holidays.

D. PPP School lets

PPP school lets must be organised directly through the school and different rates will apply. Highland Council Catering Staff will be charged at £10.00 per hour Monday to Friday. Enhanced rates will apply for evenings, weekends and public holidays.

The following schools are PPP schools; Ardnamurchan High, Bunsgoil Ghaidhlig Inbhir Nis, Cawdor, Culbokie, Glenurquhart High, Inshes, Resolis, Strathdearn and Spean Bridge. During 2008 the following schools will be available; Dingwall Academy, Drummond, Kinlochleven High School, Millburn Academy and Portree High School.

E. Electricity & gas charges

Electricity and Gas will be charged at 0.12p per unit.

F. Crockery / Urns

A limited amount of crockery (cups, saucers, side plates and teaspoons) is available for use at the following schools only:

Culloden Academy	Ardnamurchan High School
Millburn Academy	Lochaber High School
Inshes Primary School	Portree High School
Bunsgoil Ghaidhlig Inbhir Nis	Plockton High School
Glenurquhart High School	Dingwall Academy
Grantown Grammar	Alness Academy
Gairloch High School	Tain Royal Academy
Dornoch Academy	Thurso High School
Wick High School	

All crockery items must be collected and returned in a clean condition to the kitchen. A charge will be levied if items are returned unwashed. All crockery breakages or missing items will be charged at the following rates;

Cups	£3.75 each	Saucers	£2.45 each
Side Plates	£2.50 each	Teaspoons	£1.00 each
Milk Jug	£5.00 each	Sugar Bowl	£5.00 each

Hot water boilers/urns are available at the following schools only:

Ardnamurchan High School	Bunsgoil Ghaidhlig Inbhir Nis
Cawdor Primary	Culbokie Primary
Dingwall Academy	Glenurquhart High
Inshes Primary	Lochaber High
Resolis Primary	Thurso High

G. Premises

Any damage to equipment or fixtures/fittings will be charged at the manufacturers repair or replacement costs.

Premises must be left in a clean and hygienic condition including all floor surfaces. Cleaning equipment and materials will be provided on site. A charge will be levied if the premises are left in an unsatisfactory condition.

Please forward completed applications forms to:

Inverness and Nairn

The Highland Council
Education, Culture & Sport
Catering Services
52 Seafield Road
Inverness
IV1 1SG

Tel: 01463 725900

Lochaber, Skye, Badenoch & Strathspey

The Highland Council
Education, Culture & Sport
Catering Services
The Camaghael Hostel
Camaghael
Fort William
PH33 7ND

Tel: 01397 707364

Ross-shire, Caithness & Sutherland

The Highland Council
Education, Culture & Sport
Catering Services
Tulloch Street
Dingwall
Ross-shire
IV15 9JZ

Tel: 01349 860962/860953

or Email:

ecscatering@highland.gov.uk

LETTING OF SCHOOL KITCHENS / DINING ROOMS

This form should be used if you require the premises OR tea/coffee making facilities only.

CONTACT NAME:	
CONTACT ADDRESS:	POSTCODE:
EMAIL:	
TEL NO: MOBILE TEL NO:	

NAME OF ORGANISATION:	
INVOICE ADDRESS:	POSTCODE:
EMAIL:	
TEL NO: MOBILE TEL NO:	

REQUEST THE LET OF 1. KITCHEN AT		SCHOOL
2. DINING ROOM AT		SCHOOL
PURPOSE OF LET		

DURATION OF LET	DATE: FROM		TO:	
	TIME: FROM		TO:	

CROCKERY REQUIRED: <i>Please refer to Catering Lets guidelines regarding crockery availability as it is not available at all schools.</i>				
	CUPS x		SAUCERS x	
	SIDE PLATES x		TEASPOONS x	
	MILK JUG x		SUGAR BOWL x	

I understand that I cannot use and shall not use any equipment within the kitchen.

Name Signed.....

Date.....

For office use only

Date approved..... Confirmation of school approval.....
 Confirmation sent to organisation..... Confirmation sent to school.....
 Account rendered..... Account no.....

LETTING OF SCHOOL KITCHENS / DINING ROOMS

This form should be used if you require the full use of the kitchen and appliances

CONTACT NAME:	
CONTACT ADDRESS:	POSTCODE:
EMAIL:	
TEL NO: MOBILE TEL NO:	

NAME OF ORGANISATION:	
INVOICE ADDRESS:	POSTCODE:
EMAIL:	
TEL NO: MOBILE TEL NO:	

REQUEST THE LET OF KITCHEN AT		SCHOOL
DINING ROOM AT		SCHOOL
PURPOSE OF LET		

DURATION OF LET	DATE: FROM		TO:	
	TIME: FROM		TO:	

CROCKERY REQUIRED: <i>Please refer to the Letting of School Kitchens/Dining Rooms guidelines regarding crockery availability as it is not available at all schools.</i>				
	CUPS x		SAUCERS x	
	SIDE PLATES x		TEASPOONS x	
	MILK JUG x		SUGAR BOWL x	

I understand that a member of Highland Council Catering Staff must supervise during my let of the kitchen and that I will be invoiced for the appropriate charges as detailed in the 'Catering Lets Guidelines'

Name Signed.....

Date.....

For office use only

Date approved..... Confirmation of school approval.....
 Confirmation sent to organisation..... Confirmation sent to school.....
 Account rendered..... Account no.....