



## Logie Coldstone Hall – Information

Logie Coldstone Trust owns and manages Logie Coldstone Hall for activities promoted by the Trust, and its constituent bodies, in furtherance of its aims which are the advancement of citizenship and community development by the promotion of the well being of the inhabitants of Logie Coldstone and District, by associating the local authorities, voluntary organisations and residents in a common effort to promote social activities and to foster community spirit.

### Facilities and capacity

- ☐ Ground floor – foyer / main hall / kitchen / toilets including a wheelchair access toilet with baby changing tray/cleaners cupboard. Kitchen to rear of main hall is accessed by 2 steps up from main hall. Refurbished in 2013.
- ☐ Ground floor - There is an adjoining small hall which, at the moment, is also used as a store for tables/chairs and bar. If the hirer wishes, this space can be rearranged as an additional facility such as bar /seating area/ changing area for performance or server. Not included in 2013 refurbishment project.
- ☐ First floor – Small meeting room accessed via stairs. Can comfortably accommodate 12 seated around a table.
- ☐ Capacity - The maximum capacity for the main hall is 180. This includes performers/bar staff/ waitresses etc. The number of people using the hall must not, at any time, exceed this number.
- ☐ Outdoors - Outdoor fenced seating area which can be used as an additional car parking area.
- ☐ Parking - Limited car parking at the hall. Out with school hours there is additional parking at the school.

### Equipment

- ☐ Furniture - 120 upholstered chairs and 14 tables which seat 6 people plus a variety of smaller tables. Chairs should not be stacked more than 8 high.
- ☐ Portable staging - Unistage portable staging which can be assembled in a wide variety of configurations with guard rails and scenery flats. Maximum flat stage 5.25 m \* 3m at 720mm high.
- ☐ Kitchen - small kitchen equipped with a double sink and fridge freezer, small fridge, um, electric range cooker, 120 mugs, cutlery settings for 120 people, 3 hot water flasks, electric hotplate plus miscellaneous crockery
- ☐ Cleaners cupboard - equipped with a Belfast sink, mops, brushes and vacuum cleaner
- ☐ BBQ

### Charges

- ☐ See booking form for current rates.

### Booking Process

- ☐ Potential hall hirers are encouraged to contact the hall booking administrator to gauge hall availability and clarify any special requirements via <http://www.logiecoldstone.org/> or Tel. 07979287035 or email [blelack@hotmail.com](mailto:blelack@hotmail.com)
- ☐ All bookings must be made in advance using the attached booking form and must be signed by the person accepting responsibility for the hall during the let. This person must be over 18 years of age.
- ☐ Invoices will be sent by email unless otherwise specified. Invoices will be sent out after the event/function.
- ☐ Payment should be made by BACS to account no.82-60-17 sort code 60358677 or by crossed cheque, made out to Logie Coldstone Trust.
- ☐ Access arrangements (keys/key codes) will be arranged at time of booking.

### Emergency Contact Details

- ☐ The floor plan, fire action plan and emergency contact numbers are on display on the hall noticeboard in the foyer and can be seen on website and hall manual.
- ☐ Please note that there is no telephone in the hall.