BURGHS information

1 April 2024 - 31 March 2025



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www.linlithgowburghhalls.co.uk





Events at Linlithgow Burgh Halls

Linlithgow Burgh Halls is an elegant Grade A-listed building steeped in tradition at the heart of Linlithgow next to historic Linlithgow Palace, St Michael's Church and Linlithgow Loch.

Transformed by a £5.2 million redevelopment the building has contemporary meeting & function rooms available for hire and also boasts a stunning new roof terrace, a cafe, an art gallery, a visitor information centre and gardens.

Our contemporary function rooms offer flexible space - whatever you need for your special event, our team of staff are on hand to assist throughout your day.

Linlithgow Burgh Halls is situated in a beautiful and historic Scottish town in the heart of central Scotland - whether you're organising a birthday party, anniversary, christening or just a reunion with friends it's the perfect setting for any occasion.

VENUE INFORMATION PACK



ROOM CAPACITIES

2000

ROOM NAME	LENGTH (METRES)	WIDTH	HEIGHT	MAXIMUM CAPACITY
Provost Lawrie Hall	18	84	4.9	152 standing 150 seated
Baillie Hardie Hall	17.2	7.3	5.2	129 standing 120 seated
Education Room	7.2	6.5	Barrel vault	30 seated









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VENUE HIRE

Education Room / Garden Room	WLC Events / Community Groups Non Income Generating	Community Groups / Small Business Enterprise Income-Generating	Commercial Organisations
Hourly rate	£14.90	£23.25	£45.35
Half Day (4 hours)			£164.60
Full Day (8 hours)			£331.05
Day Delegate Rate £40.00		£40.00	

Bailie Hardie Hall / Provost Lawrie Hall	WLC Events / Community Groups Non Income Generating	Community Groups / Small Business Enterprise Income-Generating	Commercial Organisations
Hourly rate (weekdays)	£24.55	£3440	£72.50
Hourly rate (weekends)	£3740	£5440	£93.00
Half Day (4 hours) weekdays			£26540
Full Day (8 hours) weekdays			£529.90
Half Day (4 hours) weekends			£334.00
Full Day (8 hours) weekends			£669.10
Day Delegate Rate*		£40.00	

WLC Events: Events held by West Lothian Council

Community Groups non Income Generating Event: staging non income generating events and no tickets are sold for the event. This includes private social events such as birthday parties.

Commercial Organisations: Events held by Commercial Organisations. Community Groups Income Generating Event: staging income generating events and tickets are sold for the event. This includes a fund raising / charity events.

*Day Delegate includes:

- 8 hours of room hire
- 1 flip chart and pens
- Digital projector and screen
- Laptop
- Mineral water

- Diluting juice
- 2 x tea, coffee and biscuits
- Soup and sandwich lunch.

Please note: All prices are inclusive of VAT, except room hire. Hire charges apply to events held between April 2024 and March 2025. Prices from April 2025 are subject to change.

LINLITHGOW 🌧

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VENUE INFORMATION PACK

Equipment and portable staging required must be specified on the booking form to ensure availability.

VENUE HIRE

Portable induction loopFreeLecternFreeTop tableFreeTostle tables (1825 x 760)Free200 conference chairsFreeCard tablesFreeCard tablesFreeDigital projector chairs1875 each per hireDigital projector and screen125.00 per hireDigital projector and screen125.00 per hireSound system146.00 per hireWired microphone (set up and operational)17.50Radio microphone (set up and operational)135.00140 chair covers129 context4 portable staging pieces (2000 x 1000)135.00 set upAdditional cleaning10p A4 & 20p A3Phone calls55p/ min (local only)Linen Table cloth hire10p eritemPNS fees for income especiation performances:3% of gross ticket income (136 minimum charge)	LINLITHGOW BURGH HALLS ADDITIONAL CHARGES			
Top tableFreeTop tableFreeTrestle tables (1825 x 760)Free200 conference chairsFreeCard tablesFreeFlip chart stand with pad and pens£875 each per hireTV/DVD player£35.00 per hireDigital projector£29.00 per hireDigital projector and screen£25.50 per hireSound system£46.00 per hireWired microphone (set up and operational)£35.00Aditional cleaning£35.00 set upAditional cleaning£35.00 per hourPhotocopying£35.00 per hourLaminating90 pA4 & £170 A3Phone calls£59 min (local only)Hone fable cloth hire£59 min (local only)	Portable induction loop	Free		
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Laminating90p A4 & £170 A3Phone calls55p/ min (local only)Linen Table cloth hire£10 per item	Additional cleaning	£35.00 per hour		
Phone calls 55p/ min (local only) Linen Table cloth hire £10 per item	Photocopying	10p A4 & 20p A3		
Linen Table cloth hire £10 per item	Laminating	90p A4 & £170 A3		
	Phone calls	55p/ min (local only)		
PRS fees for income generating performances: 3% of gross ticket income (f36 minimum charge)	Linen Table cloth hire	£10 per item		
	PRS fees for income generating performances:	3% of gross ticket income (£36 minimum charge)		
PRS fees for non-income generating performances: £10.95 for 100 people. £241 for each 25 people thereafter	PRS fees for non-income generating performances:	£10.95 for 100 people. £241 for each 25 people thereafter		
PRS fees for private hire discos No Charge	PRS fees for private hire discos	No Charge		
PRS fees for dance classes: £1.60 per class, more than 30 attendees £1.87	PRS fees for dance classes:	£1.60 per class, more than 30 attendees £1.87		
Bar Services £26.50 per hour	Bar Services	£26.50 per hour		

PLEASE NOTE: A hire session is anything up to a full day use. All prices are inclusive of VAT, except room hire. Hire charges apply to events held between April 2024 and March 2025. Prices from April 2025 are subject to change.



VENUE INFORMATION PACK



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