

Pulteneytown People's Project

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Limited Company 272750

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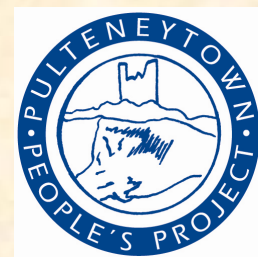
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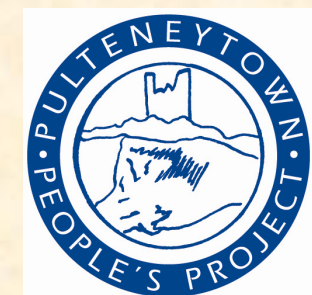
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Pulteney Centre Wick



Services January 2012



Children's Parties



In our new centre, we have the facilities to cater for all your children's birthday party and celebratory needs. We have three package options for children's birthday parties:

Soft Play Party

The soft play party and childcare area is available to hire for smaller children's parties. We can accommodate up to 20 children in this area. For the time being, soft play parties can only be booked on a Saturday from 2.30pm-4pm and includes 1.5 hours in the soft play area, sandwiches and juice, and reserved area in our Telford's café or in the childcare area. Parents must provide birthday cake if required. Soft play parties will run at a cost of £6.00 per child.

Standard Hall Party Package

Our standard package includes 1.5 hours in our Breadalbane Hall for a minimum of 20 children. This option includes sandwiches, sausage rolls, jelly and juice. Parents must provide birthday cake. Standard parties will run at a cost of £4.00 per child.

Premium Hall Party Package

Our premium party package includes; 1.5 hours in our Breadalbane Hall for a minimum of 20 children. The premium option includes food as above, tea and coffee for up to 5 adults and staff to organise party games for your children.



To book a children's party please call reception on 01955 608530. For further information on party options please contact the number above and ask for Tracey.

Bexley Room

Bexley Room in its main function is a small meeting room, to occupy 8-10 people seated.

Huddart/Kinnaird/Moray/Wellington Suites

These four social economy offices provide office space for rent. Each office is furnished with two desks, filing cabinets, storage shelves, internet access and phone lines. These offices are available to rent.

Breadalbane Hall

Breadalbane Hall is a truly multi-purpose space, it boasts bleacher seating for 130 people, a ceiling height for competition badminton, acoustics inset into the walls and ceiling, for drama productions, music shows and we are hoping public film showings. There are changing/shower room facilities alongside the hall. This space is available for hire for children's parties, small wedding dances, exhibitions, drama productions, keep fit classes and sporting sessions to name a few.

Cairndhuna Kitchen

Cairndhuna Kitchen is a training space for budding new chefs, cooking classes and demonstrations; it can also be used to prepare food for the cafe below and for functions within the other rooms of Pulteney Centre.

Murchison Room

The Murchison Room is an artist's studio, occupying up to eight budding artists in any one session. This area has access to a kiln for any pottery projects and can also be utilised for our smaller hobbies classes such as knitting, sewing and card making.

Pulteney Centre Rooms

Smith Room

This light and bright space is available to book for various types of function or activity. It is situated on the first floor of the Pulteney Centre and is accessible by stairs and lift. It has a capacity of 30 people, and within this space, there is access to wifi and projector screen for presentations should this be required. This large room has the capacity to host various types of function from meetings, classes, parties and small weddings, this room can be set up for 30 people in styles including; U-shape, Boardroom, Theatre, Classroom, and Herringbone.

Roxburgh Room

Is situated within the Youth Project area and seats 18 people. Its primary use is classroom but is suitable for a range of activities including an informal meeting area, arts and craft sessions, and youth sessions. There are high benches and stools provided in this area.

Northcote Suite

Northcote Suite offers IT space for up to 18 individuals with computer access and Smart board for class demonstrations and learning. This room is multifunctional in that there is the capacity to turn down the computer desk screens and use as benches, where desk work, examinations, or arts and craft sessions can be held.

Argyle Suite

Argyle suite offers IT facilities for sessions of up to 14 people and boasts a classroom setting with PC's (or laptops) at all desks and a Smart board for teaching.

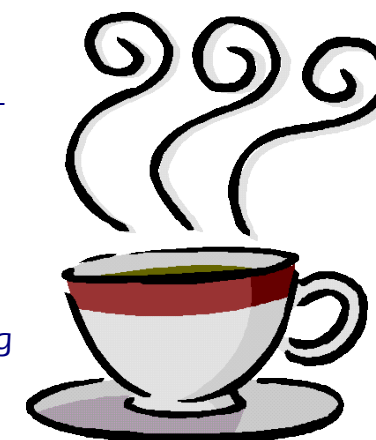
Barrogill Room

The Barrogill Room is a purpose built music room; it offers sound proofing for all your band practice needs without interruption or disruption to those in the surrounding rooms.

Telford's Cafe

Telford's Cafe is aptly named for the civil engineer Thomas Telford, who was eminent in the design and build of Wick Harbour, largely as it is seen today.

Telford's hosts a warm and welcoming atmosphere, to pop in for a cuppa from our range of speciality coffees, tea and hot chocolate or to have a hearty and wholesome meal comprising fresh local produce and a selection of home baking. We also offer a varied light snack menu.



Access to the adjacent soft play area for your little ones is available to book through Reception, and your little tykes can play while you catch up with friends or simply rest your feet after a day's shopping.

Monday-Friday (subject to numbers) access to the adjacent soft play area for your little ones is available and you can book your child into this via reception, so your little tykes can play while you catch up with friends or simply rest your feet after a day's shopping. A cost of £3.50 for an hour allows you a £1.00 discount on your food in the café — if you present your receipt in the café at time of purchase.

Functions

We have various rooms available to hire for all of your occasion or function needs. We are able to cater for small weddings, funerals, conferences, meetings, classes, and parties. For any information and a no obligation quote on any of our function services, please contact Tracey on 01955 608530.

Childcare Services

Creche

We offer a crèche service for under 5's Monday-Friday, 8am-6pm (limited by child ratio numbers) please book this in advance via reception. You can book your child in for the whole day at a cost of £24.50, this cost includes a lunch for your child. There is also the option to book your child in at an hourly rate at a cost of £3.50 per hour if you require childcare for doing your shopping, attending appointments or doing a course.

Breakfast Club

We offer a breakfast club service for children whose parents start work earlier in the morning, starting at 8am, here your child will be provided with a healthy breakfast, comprising fresh fruit, cereal, toast and yoghurt. This service costs £1.00 per child for children who just require breakfast. However, should your child require transport to be dropped off at school in the morning, this can be arranged at an additional fee of £3.00.

MAASK

Our after school club runs Monday-Friday 3.10pm-5pm for children who require to be dropped off at home. Children can be picked up by parents up until 5.45pm from the centre should they not require transport home. This service costs £4.00 per session, and includes a drink and a healthy snack.

Children attending childcare services must bring a pair of indoor shoes, which we will keep on the premises for them.

Registration forms for all of our childcare services are available via reception and every child **must have a completed registration form** before they can attend any session.

You can book your child in for any session via reception, or by calling 01955 608530. Please **book your sessions in advance** to avoid disappointment, as we have a **limited number** of spaces for each available on a day to day basis.

If your child is unable to attend any session that they are booked in for, you **must let reception know as soon as possible** so we can cancel their place for the day otherwise you will be charged the cost of that session.

Fees for all sessions must be paid for in advance, and this can be paid via reception.

Courses and Classes

Monday

10.30am-12.30pm—*Jewellery Making*—run by Jackie Newton, funded by Highland Council
2pm-3pm—*Under 5's Music*— £2.00 per session, run by Darren Coghill, parent/guardian to attend with child
6.30pm-7.30pm—*Yoga/Pilates*— £3.00 per session, run by Fiona Harper
7.30pm-10pm—*Music and Drama*— £1.00 per session, run by Darren Coghill and Maura Szyfelbain
7.30pm-8.30pm—*Art*—free as funded by Highland Council (limited spaces) run by Jackie Newton
7pm-9pm—*Professional Cookery*—£50.00 for a 10 week block
7pm-9pm—*Citizen's Online Basic Computing*— funded by Citizen's Online, run by Amalie Cormack
7.30pm-9.30pm—*Floral art*—run by Sheila Muckle

Tuesday

10am-12pm and 2pm-4pm—*Ladies Hobbies Group*—£1.50 per session
2pm-3pm—*Under 5's football*—£1.00 per session—run by Craig Gunn and Stevie Cunningham—parent/guardian to stay on premises
6.30pm-7.30pm—*Toning Class*—£3.00 per session, run by Fiona Harper
7.30pm-8.30pm (P5-7) £.1.00, 8.30pm-10pm (1st-3rd year secondary) £2.00 —*Football* — Stevie Cunningham and Craig Gunn
7pm-9pm—*Mixed Media and Fibre Art*—£50.00 per 10 week block, run by Bettine Bain
7pm-9pm—*PC Passport*—ILA funded, run by Amalie Cormack

Wednesday

11.30am-1.10pm—*Silver Surfers Pensioner Computing*— run by Amalie Cormack, funded by Citizens Online
To Be Confirmed—*Men's Pensioners Cooking Class*

Thursday

9.30-10.30am—*Under 5's Music*—£2.00—with Darren Coghill, parent/guardian to attend with child
10am-12pm and 2pm-4pm—*Ladies Hobbies Group*—£1.50 per session
6.30pm-7.30pm—*Body Combat*—£3.00 per session, run by Fiona Harper
7pm-9pm—*Mixed Media and Fibre Art*—£50.00 per 10 week block, run by Bettine Bain
7pm-9pm—*Spanish Class*—free as funded by Highland Council (fully booked) run by Manuella Evans
7pm-9pm—*Creative Writing*—contact North Highland College for details
7pm-9pm—*Beginners Cooking*—£50.00 per 10 week block

Friday

11am-12pm—*Under 5's football*—£1.00 per session—run by Stevie Cunningham and Craig Gunn—parent/guardian to stay on premises
To Be Confirmed—*Community Art Class with Occasional Tutoring*—£2.50 per session—subject to numbers.