

Block Booking Application Form
Alyth Halls Committee (charity number: SCO 171148)
 Ogilvie Rooms, Commercial Street, Alyth
 Alyth Town Hall, Albert Street, Alyth
<http://www.alythhalls.org.uk/>

SECTION 1 – TO BE COMPLETED BY ALL

Name of Club / Organisation / Applicant	
Name & Address of Applicant	Postcode
Telephone Number	
Mobile	
Email	

SECTION 2 – TO BE COMPLETED BY ALL

Areas Required	Please Tick
Ogilvie Rooms	
Alyth Town Hall (whole building) maximum numbers	
The Grand Hall: maximum numbers	
The Lesser Hall: maximum numbers	
The Kitchen	
The Ground Hall (basement): maximum numbers	
Purpose of Use/Activity	

SECTION 3: BLOCK BOOKING

Block 1 (July – September)	Block 2 (October – December)
Date(s)	Date(s)
Day(s)	Day(s)
Time(s)	Time(s)
Block 3 (January – March)	Block 4 (April – June)
Date(s)	Date(s)
Day(s)	Day(s)
Time(s)	Time(s)

Note: all changes to times/dates must be made 14 days in advance. Failure to do so will incur a charge.

SECTION 4

If the activity is being run by a tutor or coach, please provide the following information

Name	
Telephone Number	
Mobile	
Email	

Does the person in charge of the hire hold a valid Tutor/Leader Qualification Certificate?	Yes		No	
Are you an individual/organisation working with children under 18 years of age?	Yes		No	
Do all people doing regulated work with children have PVG Scheme membership?	Yes		No	
Does the group operate an approved policy and procedure of care and protection of young people under the age of 18?	Yes		No	
If you are a sports club or organisation, do you hold a National Governing Body accreditation award?	Yes		No	

If so please state details

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Estimated number of participants	Adults (over 18)		Juniors (under 18)	
Is the individual/group profit making	Yes		No	

SECTION 5

PAT (portable appliance testing)

Do you plan to bring your own electrical equipment?	Yes		No	
Do you hold a valid PAT Certificate? (information on PAT Certification can be obtained from the British Standards Institute)	Yes		No	

Kitchen Use

Do you need access to kitchen facilities?	Yes		No	
If you plan on using the kitchen and will be tutoring, do you hold a valid food hygiene certificate?	Yes		No	

In hiring this kitchen, you agree that the personnel who will be involved in food handling are appropriately trained and/or supervised to carry out safe food procedures and that in addition you will operate an appropriate food safety management system.

SECTION 7 Declaration By Hirer

Please tick this box to say that you have read the conditions of let, especially stewarding / security staff section	
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Conditions of Let can be obtained from Lunans Newsagents, Alyth Library or from our website www.alythhalls.org.uk

Please tick if you prefer to receive booking correspondence &/or invoices by email	
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Please return this form signed to the address stated on the cover sheet attached.

Data Protection

The information provided by you will be used solely in processing your application, in terms of the Data Protection Act 1998. You are entitled to know what personal information is held about you on payment of a fee of £10.

Application should be made to

Secretary of the Alyth Halls Committee: Mr Sandy McCurdy, "The Lings", Saint Ninians Road, Alyth, Perthshire, PH11 8AR.

Declaration: I authorise the use of my personal information for the above stated purpose.

SIGNED **DATE**

Alyth Town Hall: Hall-Keeper and Booking Coordinator Jean Coleman Alexandra Street Alyth Perthshire Tel: 01828 958239 email: booking@alythhalls.org.uk	Ogilvie Rooms: Hall-Keeper & Booking Coordinator Tina Tripney Ben Cruachan Meigle Rd Alyth Perthshire Tel: 01828 632717 Email: booking@alythhalls.org.uk
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SECTION 8 – FOR OFFICIAL USE ONLY

Date received			
Confirmation sent			
Additional cleaning (if applicable)			
Breakdown of charges			