

Single Use 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 – Your Details

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	

Club/Organisation/Individual:.....

Event type:.....

Number Attending:.....

Name of Applicant	
Address	
	Postcode
Telephone Number Daytime Mobile	
Responsible Person (person must be on site during let at all times)	

Section 2 – Your Dates/Times

Date(s)	Time from	Time to	Important Notes
			Please Note: Times of hire should be as accurate as possible. The Hall-keeper will open no earlier than 15 minutes before the start time and expect to lock up no later than 15 minutes after the end of let.
			Set Up Time: 30 Minutes by arrangement.

			<p>Recoverable Deposit: A recoverable CASH deposit will be required at the discretion of the Halls Committee - to be paid no later than 48 hours prior to the event taking place.</p> <p>In the event of discos, dances & private parties where a higher degree of risk is likely to cause damage, this deposit will be retained by AHC until the Hall-keeper confirms that no damage resulted from the hire & that it was in a satisfactory condition.</p> <p>Deductions will be made as follows:</p> <ol style="list-style-type: none"> (1) Hall left in an unsatisfactory condition – cleaning costs to be assessed, i.e. unreasonable cleanliness, large volumes of refuse not removed, etc. (2) Damage to internal furnishings – repair cost to be assessed e.g. chairs, tables, etc. (3) Damage to building finishes – repair cost to be assessed.
			<p>Dispensing Alcohol: The licence received from Perth & Kinross Council must be displayed on the bar for the duration of the event.</p>

Section 3

Public Liability Insurance cover is required by all clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building. If a hall user cannot or does not produce proof of cover, a fee will be levied for this purpose – 10% of the hall hire charge.

Please tick relevant box below.

<input type="checkbox"/>	A copy of our insurance certificate is enclosed
<input type="checkbox"/>	A copy of our insurance certificate has been sent previously & is still valid.
<input type="checkbox"/>	I acknowledge that 10% of the hall hire fee will be added for insurance purposes.

Section 4

Will your let require music to be played? YES/ NO

If yes, please give details

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Will your let involve the consumption of alcohol? YES/ NO

If yes, please refer to the Conditions of Let for additional charge(s) & legal requirements.

A small self-operated CD/Microphone system is available on stage in the Town Hall.

Declaration

	PLEASE TICK THIS BOX TO SAY THAT YOU HAVE READ THE CONDITIONS OF LET, ESPECIALLY STEWARDING/SECURITY STAFF SECTION
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I agree to be bound by the Conditions of Let & Hire Charges Schedule issued to me & agree that the delivery of the Confirmation of Let will be the binding acceptance of this booking.

Data Protection

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

Application should be made to the Secretary AHC, 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 Co-ordinator Jean Coleman, Alexandra Street, Alyth, Perthshire Tel: 01828 958239 email: booking@alythhalls.org.uk	Ogilvie Roome: Hall-Keeper & Booking Co-ordinator Tina Tripney, Ben Cruachan, Meigle Rd. Alyth, Perthshire Tel: 01828 632717
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AHC reserves the right to cancel any event where it is considers appropriate arrangements are not in place to ensure the safety & enjoyment of those attending or the security of the facility.

1: Stewarding/Security Staff

Clause 12 in the Conditions of Let offers general information with regard to stewarding.

Failure to comply with this clause for a special event will result in the event being cancelled.

Prior to the event commencing, the Hall-Keeper will provide requisite advice on the positioning of stewards within the building & or it's environs.

The main responsibilities of stewards include:

A: Ensure compliance with the AHC's "No Smoking" policy.

B: Monitoring each fire exit.

C: Clearing any spillage or other hazards to avoid accident, injury or inconvenience.

