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 (who	le building) maximum numbers	
The Grand Hall: maxi	mum numbers	
The Lesser Hall: maxi	imum numbers	
The Kitchen		
The Ground Hall (bas	ement): maximum numbers	
Club/Organisation/Ind	dividual:	
Event type:		
Number Attending:		
Name of Applicant		
Address		
	Postcode	
Telephone Number		
Daytime		
Mobile		
Responsible Person		
person must be on site		

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.

	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. 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. Deductions will be made as follows: (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.
	<u>Dispensing Alcohol:</u> The licence received from Perth & Kinross Council must be displayed on the bar for the duration of the event.

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.

A copy of our insurance certificate is enclosed
A copy of our insurance certificate has been sent previously & is still valid.
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

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

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

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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	Ogilive Roome: Hall-Keeper &
booking Co-ordinator	Booking Co-ordinator
Jean Coleman, Alexandra Street,	Tina Tripney, Ben Cruachan, Meigle
Alyth, Perthshire	Rd. Alyth, Perthshire
Tel: 01828 958239	Tel: 01828 632717
email: booking@alythhalls.org.uk	

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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.

D: Monitoring toilets for damage, cleanliness & the contravention of rules. E: Ensuring the building is evacuated in the event of the fire alarm being activated.

2: Times of Hire

As indicated in the Booking Form, the access & departure times are inclusive of preparation & clearing up. Appropriate measures should be taken to ensure these times are adhered to. For example, if the hire time of 1800 - 0100 hours is requested, the bar & disco should cease at 12:30 am, to allow for "drinking up" & cleaning. If the booking exceeds the stated times further charges will be incurred.

You may request via the Hall-Keeper (Bookings Co-Ordinator) for access during the day to decorate or unload equipment. Times for this must be agreed with the Hall-Keeper & will be subject to other booking requirements.

3: Hall-Keeper Responsibilities

The Hall-Keeper & any AHC members retain authority over the building & any functions & all requests made by him/her must be immediately adhered to.

4: General Information

- Full compliance with these conditions is necessary to satisfy the requirements of the Public Entertainments License.
- If in the opinion of the Hall-Keeper or an AHC's representative, it appears
 an event is not under the full control of the organiser at all times, either
 personally or via security staff, the Police may be called to assist in
 curtailing the event. Compliance with this will ensure the safety &
 enjoyment of users.

Charges applicable to this booking are as follows:

Hall/Area	Times	Duration	Rate	Charge
		No of chairs	@ 5p per	
			@ 5p per chair	
		No of tables	@ 20p per	
			@ 20p per table	
			Total	

Jate Received	••••
Date Confirmed	
Signed	