

Block Booking Application Form

Alyth Halls Committee (Charity number: SCO 171148)

Ogilvie Rooms, Commercial Street, Alyth

Alyth Town Hall, Albert Street Alyth.

<https://alythhalls.org>

SECTION 1 – TO BE COMPLETED BY ALL

Name of club/organisation/applicant	
Name & Address of Applicant	
	Postcode:
Telephone Number	
Mobile Number	
Email	

SECTION 2 – TO BE COMPLETED BY ALL

Areas Required	Please Tick
Ogilvie Rooms	<input type="checkbox"/>
Alyth Town Hall (Whole building) Maximum numbers	<input type="checkbox"/>
The Grand Hall: Maximum Numbers	<input type="checkbox"/>
The Lesser Hall: Maximum Numbers	<input type="checkbox"/>
The Kitchen	<input type="checkbox"/>
The Ground Hall (Basement): Maximum Numbers	<input type="checkbox"/>
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 time/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 number	
Email Address	

Does the person in charge of the hire hold a valid Tutor/Leader qualification certificate?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you an individual/ Organisation working with children under 18 years of age?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do all people doing regulated work with children have PVG Schema membership?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the group operate an approved policy and procedure of care and protection of young people under the age of 18?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you are a sports club or organisation, do you hold a national Governing Body accreditation award?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If so, Please state Details

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Estimated Number of Participants	Adult (over 18)	<input type="checkbox"/>	Junior (Under 18)	<input type="checkbox"/>
Is the individual/group profit making	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 5 - PAT(Portable appliance testing)

Do you plan to bring your own electrical equipment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a valid PAT Certificate? (Information on PAT Certification can be obtained from the British standards institute)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Kitchen Use

Do you need access to kitchen facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you plan on using the kitchen and will be tutoring, you hold a valid food hygiene certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 private food safety management system.

SECTION 6 – Declaration by hirer

Please tick this box to say that you have read the conditions of let, especially stewarding/security staff section

Conditions of Let can be obtained from Lunans Newsagents, Alyth Library or from our website <https://alythhalls.org/>

Please tick if you prefer to receive booking correspondence &/or invoices by email

Please return this form signed to the address below.

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

Applications should be made to the secretary of the Alyth Halls Committee

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

Applications should be returned to the relevant hall keeper

SIGNED.....DATE.....

Alyth Town Hall: Hall keeper and Booking Coordinator – Jean Coleman Alexandra Street Alyth Perthshire Tel: 01828958239 Email: Bookings@alythhalls.org	Ogilvie Rooms: Hall keeper & Booking Coordinator – Tina Tripney Rosebank Cottage, Meigle Road Alyth Perthshire Tel: 01828633337
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SECTION 7 – FOR OFFICAL USE ONLY

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