

Single Use Booking Application Form

Alyth Halls Committee (Charity number: SCO 171148)

Ogilvie Rooms, Commercial Street, Alyth

Alyth Town Hall, Albert Street Alyth.

alythhalls.org

SECTION 1 – Your Details

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

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"/>
Purpose of use/ Activity	

SECTION 2 – Your Dates/Times

Dates(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: By arrangement & if time is available before the hire, up to 2 hours may be allowed for set up of any event. Thereafter each hour will be charge at 50% of the hire rate.

			<p>Recoverable Deposit: A recoverable CASH deposit of £250 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 the 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 with repair costs to be assessed e.g., tables, chairs etc 3. Damage to building finishes – repair cost to be assessed.
			<p>Dispensing Alcohol: The licence received from Perth and Kinross council must be displayed on the bar for the duration of the event</p>

SECTION 3 – Insurance

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 can not 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 your 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

SECTION 4

Will your let require music to be played YES/NO

If yes, please give details.....

Will your let involve consumption of alcohol YES/NO

If yes, please refer to the condition of let for additional charge(s) & legal requirements

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

Declaration

<input type="checkbox"/>	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 and I agree that the delivery of the confirmation of let will be binding acceptance of this booking.

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.

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: 01828632717
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AHC reserves the right to cancel any event where it 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 being cancelled. Prior to the event commencing, the Hall-keeper will provide requisite advice on the positioning of stewards within the building & or its environs. The main responsibilities of stewards include:

- A. Ensure compliance with the Alyth halls committee's no smoking policy.
- B. Monitoring each fire exit
- C. Clearing any spillage or 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 and departure times are inclusive of preparation and cleaning up. Appropriate measure should be taken to ensure these times are ideal to for example if the higher time of 18:00 – 0100 hours is requested the

bar and disco should cease at 12:30 AM, to allow for “drinking up” and cleaning. If the booking exceeds the stated times further charges will be incurred. You may request via the Hall keeper (bookings coordinator) for access during the day to decorate or unload equipment. Times for this must be agreed with the hall keeper and will be subject to other booking requirements.

3: Hall keeper responsibilities

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

4: General Information

Full compliance with these conditions as necessary to satisfy the requirements of the public entertainments licence.

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 will be called to assist in curtailing the event. Compliance with this will ensure the safety and enjoyment of users.

PLEASE RETURN FORM TO RELEVANT HALL KEEPER

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FOR OFFICAL USE – CONFIRMATION OF BOOKING

Charges applicable to this booking as follows

Hall/Are	Times	Duration	Rate	Charge
		No of Chairs	@5p per chair	
		No of Tables	@20p per table	

Date Received.....

Date Confirmed

Signed.....