**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**

|  |  |
| --- | --- |
| **Name of Club/Organisation/Applicant** |  |
| **Name and Address of Applicant** | **Postcode:** |
| **Event Type** |  |
| **Number Attending** |  |
| **Mobile Number** |  |
| **Telephone Number** |  |
| **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Areas Required** | **Maximum Numbers** | **Please Tick** |
| **Ogilvie Rooms** |  |  |
| **Alyth Town Hall (whole building)** |  |  |
| **The Grand Hall** |  |  |
| **The Lesser Hall** |  |  |
| **The Kitchen** |  |  |
| **The Lower Hall** |  |  |
| **Purpose of Use/Activity** |  |  |

**Section 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 the let. |
|  |  |  | **Set up time:** by arrangement and 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 charged at 50% of the hire rate. |

**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. Proof of cover is required at all times.

|  |  |
| --- | --- |
| A copy of our insurance certificate is enclosed |  |
| A copy of our insurance certificate has been sent previously and is still valid |  |

**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**

|  |  |
| --- | --- |
| Please tick this box to say that you have read the Conditions of Let, especially the stewarding section |  |

I agree to be bound by the conditions of the let & hire charges schedule issued to me and I agree that the delivery of the confirmation of let will be a binding acceptance of this booking.

**Data Protection**

The information provided by you will be used solely in processing your booking 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 Co-ordinator:**Jock Manson**Caretaker’s HouseTown Hall, Victoria StreetAlyth PH11 8AUTel: 07716 111322 | **Ogilvie Rooms**Hall Keeper and Booking Co-ordinator:**Tina Tripney**Rosebank CottageMeigle Road Alyth PH11 8EUTel: 01828 633337 |

**Stewarding**

The conditions of let gives information with regard to stewarding. Failure to comply with this information will lead to the event being cancelled. The main responsibilities of stewards include:

* Ensuring compliance with Alyth Halls Committee’s no smoking policy
* Monitoring the fire exits
* Clearing any spillage or hazards to avoid accident, injury or inconvenience
* Monitoring the toilets for damage and cleanliness
* Ensuring the building is evacuated in the event of the fire alarm being activated

**PLEASE RETURN FORM TO RELEVANT HALL KEEPER**

**……………………………………………………………………………………………..**

**FOR OFFICAL USE – CONFORMATION OF BOOKING**

Charges applicable to this booking are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hall/Area | Times | Duration | Rate | Charge |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Date Received ………………………………………………

Date Confirmed ……………………………………………

Signed ………………………………………………