Block 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 Main Hall		
The Lesser Hall		
The Chambers		
The Corner Room		
The Lower Hall		
The Kitchen		
Purpose of Use/Activity		

Section 2 – 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 3

Public Liability Insurance (PLI) cover is required by all "commercial" clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building. (Commercial organisations are defined as anyone who charges for their activity in the hall or who are registered as a business). 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

If the activity is being run by a tutor or coach, please provide the following information:

Name	
Mobile No	
Phone No	
Email Address	

Does the person in charge of the hire hold a valid Tutor/Leader qualification certificate?	Yes		No	
Are you an individual/ Organisation working with children under 18 years of age?	Yes		No	
Do all people doing regulated work with children have PVG Scheme membership?	Yes		No	

Does the group operate an approved policy and procedure of care and protection of young people under the age of 18?	Yes		No	
If you are a sports club or organisation, do you hold a national Governing Body accreditation award?	Yes		No	

If so, please state the details:

Estimated Number of Participants	Adult (over 18)		Junior (under 18)	
Is the individual/group profit making	Yes		No	

SECTION 5 – PAT (Portable appliance testing)

Do you plan to bring your own electrical equipment?	Yes		No	
Do you hold a valid PAT Certificate? (Information on PAT Certification can be obtained from the British standards institute)	Yes		No	

SECTION 6 - Use of Kitchen

Do you need access to kitchen facilities?	Yes		No	
If you plan on using the kitchen and will be tutoring, do you hold a valid food hygiene certificate?	Yes		No	

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.

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

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 House Town Hall, Victoria Street Alyth PH11 8AU Tel: 07716 111322 Email: bookings@alythhalls.org	**Ogilvie Rooms** Hall Keeper and Booking Co-ordinator: **Tina Tripney** Rosebank Cottage Meigle Road Alyth PH11 8EU Tel: 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 ……

Additional Cleaning (if applicable) ……

Signed ……