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 Main Hall		
The Lesser Hall		
The Chambers		
The Corner Room		
The Lower Hall		
The Kitchen		
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 (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

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.

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	**Ogilvie Rooms**
Hall Keeper and Booking Co-ordinator: **Jock Manson** Caretaker's House Town Hall, Victoria Street Alyth PH11 8AU Tel: 07716 111322 E: Bookings@alythhalls.org	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

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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 ……