



States of Alderney

Application Form - Hire of Butes Centre

NAME OF USER GROUP			
NAME OF APPLICANT			
BILLING ADDRESS			
POST CODE			
HOME PHONE		MOBILE	
EMAIL ADDRESS			
PURPOSE OF HIRE			
NUMBER ATTENDING			
DATE REQUIRED			
<i>FOR BLOCK BOOKINGS PLEASE SEE SEPARATE FORM</i>			
TIMES REQUIRED	START TIME		FINISH TIME
<i>SET UP/CLEAR UP TIMES TO BE INCLUDED IN HIRE TIME</i>			
ADDITIONAL REQUIREMENTS	TABLES		CHAIRS

I have read and accept the conditions of hiring as stated overleaf & note that additional charges may be incurred if not adhered to.

Signed

Print Name

Date

Please return your completed form to General Office, Island Hall
All bookings will be confirmed by email or telephone
All cancellations of booking must be notified as soon as possible
An account will be sent to the applicant the month following the date of use
Caretaker & Bookings: 07781131174/islandhallcaretaker@live.co.uk



States of Alderney

Block Booking Form - Butes Centre

NAME OF USER GROUP						
NAME OF APPLICANT						
BILLING ADDRESS						
POST CODE						
HOME PHONE				MOBILE		
EMAIL ADDRESS						
PURPOSE OF HIRE						
NUMBER ATTENDING						
MONTH OF HIRE						
DAYS OF THE WEEK REQUIRED (please circle)						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
START TIME (to include set up and clear up)					FINISH TIME	
TERM TIME ONLY? (please circle)			Yes/No			

I have read and accept the conditions of hiring as stated overleaf & note that additional charges may be incurred if not adhered to.

Signed

Print Name

Date

Please return your completed form to General Office, Island Hall
All bookings will be confirmed by email or telephone
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States of Alderney - Conditions of Hiring

- The General Services Committee is responsible for the running of the Butes Centre and may from time to time appoint one of its members to deal with matters arising out of the day to day running of the Centre.
- Users must make their own arrangements in regards to the set up/clear up. The Caretaker will give any reasonable help.
- After use, all equipment must be stored neatly in the store room and cupboards provided.
- The hall, kitchen and other rooms are to be left tidy and free of litter at all times. If any function ends late in the evening, i.e. after 22:30, the users may return early the following morning to tidy the Butes Centre, providing they check with the Caretaker that it is not in use that morning.
- It is the hirer's responsibility to leave the premises in the same way as they find it.
- **There will be a charge of £80 if excess cleaning is required, future use of the Butes Centre may also be refused.**
- **Maximum seating in the main hall is no more than 80 persons.**
- **Maximum standing in the main hall is 170 persons.**
- **Maximum seating in the lounge area is no more than 50 persons.**
- **Maximum standing in the lounge area is 110 persons.**
- Emergency exits must be kept clear and adequate aisle space provided to the satisfaction of the Caretaker.
- The fire extinguishers must be kept clear of furniture at all times.
- **There is a fixed penalty for misuse of the fire alarm system and any of the extinguishers of £150.**
- All users are requested to make themselves familiar with the location of fire exits and fire procedures including assembly points for the Butes Centre.
- All rooms within the Butes Centre are non-smoking areas, with smoking restricted to the outside of the building only.
- Hirers will be held responsible for any damage to the premises or to equipment arising as a result of their hiring. All hirers use the hall at their own risk.
- **Any damage must be notified to the Caretaker as soon as possible.**
- The Hirer will indemnify the States in respect of all losses, damages, liabilities, claims, actions, proceedings, demands, costs, charges or expenses suffered or incurred by the States from and against liability for any death, personal injury, illness, disease or loss of damage to property which arises from any act or omission of the Hirer, their staff or subcontractors.
- **Hirers are strongly recommended to hold public liability insurance.**
- The Hirer will not be obliged to indemnify the States where such losses, damages, liabilities, claims, actions, proceedings, demands, costs, charges or expenses suffered or incurred by the States from and against liability for any death, personal injury, illness, disease or loss of or damage to property is caused or contributed to by the negligence or wilful conduct or default of the States or their staff or subcontractors.

SCALE OF CHARGES

Regular Users (per hour)	£7.00
Playscheme (per morning)	£20.00
Childrens parties (fixed rate)	£30.00
Coffee morning/afternoon tea	£30.00
Car boot/Jumble sales	£40.00
Evening class/Workshop	£20.00
Evening function	£70.00
Performances	£70.00
Discos	£70.00
Weekend workshops	£180.00
Alderney Week	£700.00

Use of equipment is included in rental price