



**States of Alderney**  
**Application Form - Hire of Butes Centre**

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

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](mailto:islandhallcaretaker@live.co.uk)**



**States of Alderney**  
**Application Form - Block Booking of 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			
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  
All cancellations of booking must be notified as soon as possible  
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**STATES OF ALDERNEY  
BUTES CENTRE CHARGES AND CONDITIONS FOR HIRE  
WED 1<sup>ST</sup> JANUARY 2021**

Regular Users (per hour)	<b>7.50</b>
Pre-School Educational Facilities/ Summer Play schemes (per session)	<b>21.00</b>
Children's parties (fixed rate)	<b>31.50</b>
Coffee morning/ afternoon tea	<b>31.50</b>
Car boot/ Jumble sales	<b>42.00</b>
Evening class/ Workshop	<b>21.00</b>
Evening function	<b>73.00</b>
Performances	<b>73.00</b>
Discos	<b>73.00</b>
Weekend workshops	<b>187.50</b>
Alderney Week	<b>750.00</b>

Use of equipment is included in the rental price.

Conditions for Hire

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 of Alderney in respect of all losses, damages, liabilities, claims, actions, proceedings, demands, costs, charges or expenses suffered or incurred by the States of Alderney 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 of Alderney where such losses, damages, liabilities, claims, actions, proceedings, demands, costs, charges or expenses suffered or incurred by the States of Alderney 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 of Alderney or their staff or subcontractors.

December 2020