



# States of Alderney Application Form - Hire of Island Hall

Name of Applicant:.....

Billing Address:.....

.....

Contact Telephone No:.....e-mail: .....

Nature of Event:.....

Date/s:.....

Times Required:.....

## REQUIREMENTS

	<b>Main Hall</b>	
	<b>Anne French Room</b>	
	<b>Garden</b> (Please note the front garden may only be used if the main gates are closed to prevent vehicular access)	
	<b>Stage</b> (At least 1 week's notice required)	
	<b>Stage not required</b> (For maximum floor space)	
	<b>Committee Room</b> (At least 1 week's notice required)	
	<b>Lighting</b>	
	<b>Music</b>	
	<b>Tables &amp; chairs</b>	No. required.....
	<b>Projector Screen</b> (Projector not supplied)	

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

Signed:.....

Please 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 bookings must be notified as soon as possible  
 An account will be sent to the applicant the month following the date of use

## States of Alderney - Conditions of Hiring

The General Services Committee is responsible for the running of the Island Hall 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 Hall. ***Please note: States Meetings (People's Meetings & Committee Meetings) take precedence to any booking requests.***

**The Caretaker is responsible for setting out and replacing furniture for States functions only, otherwise users must make their own arrangements. The Caretaker will give any reasonable help. Users should also replace furniture as requested by the Caretaker. As the stage requires more than one person to assemble/manoeuvre it, any organisation wishing to use the stage must arrange a convenient time between themselves and the Caretaker, prior to the date of the booking and arrange for a suitable representative to assist him.**

**After use, all tables and chairs must be stacked neatly in the store room situated to the right of the stage.**

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 10.30pm, the users may return early the following morning to tidy the hall, as long as they check with the Caretaker that the hall 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 Hall may also be refused.**

- **Maximum seating in the main hall is 130.**
- **Maximum standing in the main hall is 200 with the stage in use and 230 without the stage, provided that the kitchen area is also being utilised.**
- **Maximum seating in the Anne French Room is no more than 50 persons.**
- **Maximum standing in the Anne French Room is no more than 80 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.**
- **It is the organiser's responsibility to adhere to the maximum seating or standing capacity in case of fire. Although maximum seating and standing limits are specified, organisers remain responsible for ensuring that furniture content and layout are considered when allowing entry to events to ensure that the rooms used are not overcrowded or in any way causing a potential risk to users.**
- **All users are requested to make themselves familiar with the location of fire exits and fire procedures including assembly points for the Island Hall.**
- **All rooms within the Island Hall are no-smoking areas, with smoking restricted to the outside of the building only.**
- **The code for the Garden gate is 2811**

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.

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.

### **REVISED CHARGES AND CONDITIONS 1<sup>ST</sup> JANUARY 2017**

Jumble sales (fixed rate)	<b>56.00</b>
Discos / Bands etc (fixed rate inc. lights)	<b>104.00</b>
Performers (per rehearsal)/Piano Exams	<b>15.25</b>
Performers (per actual performance inc. lights)	<b>120.00</b>
Sports/Leisure/Societies (per session)	<b>29.00</b>
Pre-School Educational Facilities	<b>29.00</b>
Private Functions (per booking)	<b>104.00</b>
Early occupancy for room preparation/set up	<b>15.25</b>
Committee Rooms (back stage only, per booking*)	<b>21.00</b>
Anne French Room (fixed rate)	<b>104.00</b>
Garden (back only) (bouncy castle etc, fixed rate)	<b>15.25</b>

**(Please note that the front garden may only be used if the main gates are closed to prevent vehicular access)**

Any event not covered by the above hire charge will be subject to a minimum charge of **£29.00** per booking.

\* Sports/leisure – per session = afternoon session 1pm – 6pm, evening session 6pm – 11.30 pm.

\* Committee room back stage – by prior arrangement only

\* Performers rehearsal rate will only apply if the actual performance is to be held within the Island Hall or associated rooms

Hire of tables and chairs free of charge for use within the Hall only

**Please note that the stage and other freestanding equipment may only be used within the Island Hall and may not be hired or taken for use off-site.**

**THERE IS A FIXED PENALTY FOR MISUSE OF THE FIRE ALARM SYSTEM AND ANY OF THE EXTINGUISHERS OF £150**

**Caretaker & Bookings**  
**07781 131174**