

APPLICATION TO HIRE THE HALL

Name of your organisation: _____

Billing contact name & tel. no: _____

Billing address: _____

Date(s) required: _____

Time(s) required: morning 8am-1pm / afternoon 1pm – 6pm / evening 6pm – 11 pm

N.B. if you require extra time for setting/clearing up this **must** be included in the times required section on this application form, any late requests WILL be charged for.

Purpose of Hire: _____

Anticipated Attendance: _____

Please note our occupancy limits, as follows:

Main Hall

Standing / dancing events: 120

Tables & chairs e.g. for meals: 12 tables / 72 chairs

Seating e.g. for meetings/presentations: 100 (to leave 1 walkway between rows of no more than 10 chairs i.e. a maximum of 20 chairs per row across the room)

Committee Room

Maximum capacity: 50

Seating around boardroom table: 16

Will you be charging an entry fee? YES / NO

If yes, are funds raised for charity YES /NO

If yes – which charity: _____

If no – purpose of fundraising: _____

Do you have Public Liability Cover? YES / NO

Any other relevant information: _____

Signed: _____ Date: _____

Print Name: _____ **(PLEASE TURN OVER)**

OFFICE USE ONLY: AGREED / REFUSED

Charge: _____

Special Conditions: _____

Signed: _____ Date: _____

PRINCIPAL KEY HOLDER

CONDITIONS

The principal key holder will be the person responsible for checking that the Parish Hall is left in a clean state and that all windows and doors are closed and where relevant locked and that the Terms and Conditions of Hall Hire are followed.

They must also notify the Parish Hall of any damage or breakages that occur. If it is found that the Parish Hall is not left in a clean state then the principal key holder will be contacted and will be held responsible for any costs that may occur through the Parish having to employ someone to clean or repair any damages or replace any items damaged beyond repair.

Name of Principal Key Holder: _____

I have read and understand fully the above conditions of being the Principal Key Holder, and I agree to abide and be bound by these.

Signed (Principal Key Holder) _____

Date _____

WOULD YOU LIKE TO HAVE YOUR EVENT DISPLAYED IN THE EVENTS SECTION OF THE PARISH'S WEBSITE? (No charge)

YES **NO**

If YES please detail below the information you would like to be advertised (e.g. event title, date & time open to the public, contact name & number):

YOU CAN VISIT THIS PAGE AT: www.parish.gov.je/stbrelade/ THEN CLICK ON THE EVENTS TAB.

PRIVACY: The Parish of St Brelade is registered with Office of the Information Commissioner in Jersey and is a data controller as defined by the Data Protection (Jersey) Law 2018 (DPJL). We take the utmost care of the personal data you provide to us and we have a programme in place to ensure this is only processed in accordance with the DPJL. For more details regarding how we use your personal data please refer to the section on FOI & Data Protection and to the [Privacy Notice](#) on our website or ask a member of our team who will be happy to provide you with a copy of these, either in person at the Parish Hall or by email or post.