



SECTION 1

Area(s) Required Please delete Y / N	Main Hall	Y / N	Upper Hall	Y / N	Kitchen	Y / N
Club / Organisation	Event			Numbers Attending		
Name & Address of Applicant						
	Postcode:					
Telephone No.	Daytime	<input style="width: 100px;" type="text"/>	Mobile	<input style="width: 100px;" type="text"/>		
Invoice Address (if different)						
	Postcode:					
Responsible Person: (person must be on site during let at all times): _____						

SECTION 2

SINGLE BOOKING :- Date Time

REGULAR BOOKINGS :- Please complete details below allowing for any holiday breaks.

BLOCK 1		BLOCK 3	
Date(s)	to	Date(s)	to
Day(s)		Day(s)	
Times		Times	

BLOCK 2		BLOCK 4	
Date(s)	to	Date(s)	to
Day(s)		Day(s)	
Times		Times	

PLEASE NOTE: Times of hire should be as accurate as possible. The hallkeeper 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 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.

OFFICE USE ONLY

Membership ID

Booking Ref No

SECTION 3

Public Liability insurance cover is required by all clubs, organisations and individuals who may, by their actions or omissions, cause others harm whilst in the building. If a hall user cannot or does not produce proof of cover, a fee will be levied for this purpose - 10% of the hall hire charge. Please tick relevant box below.

- A copy of our insurance certificate is enclosed
- A copy of our insurance certificate has been sent previously and still valid
- I acknowledge that 10% of the hall hire fee will be added for insurance purposes

SECTION 4

Will your let require music to be played? YES / NO

If yes please give details:

Will your let involve the consumption of alcohol? YES / NO

If yes please refer to the Conditions of Let for additional charge(s) and legal requirements.

Do you require the use of technical equipment? PA/Sound System: YES / NO; Stage Lighting: YES / NO;
Computer projector: YES / NO

A charge of £20.00 per day will be made for use of the above equipment if required.
(Block bookings will be subject to negotiation.)

If Technical Equipment is to be used, one of our Technical Crew will contact you, and must be present at the event.

A small self operated CD / Microphone system is available on stage.

(Please note –should B.T.H.A. have to source external equipment, this will incur an additional charge. Please refer to the Conditions of Let)

DECLARATION

Please tick this box to say that you have read the Conditions of Let, especially Stewarding or Security Staff section

I agree to be bound by the Conditions of Let and Hire Charges Schedule issued to me and agree that the delivery of the Confirmation of Let will be the binding acceptance of this booking.

The information provided by you will be used in processing your application for a booking with Blairgowrie Town Hall Association. 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 £10.00.

Application should be made to the Chairperson, BTHA, c/o Blairgowrie Town Hall, Brown Street, Blairgowrie. PH10 6EX

Declaration: I authorise the use of my personal information for the above stated purpose.

Signed Date

PLEASE RETURN THIS FORM TO:

Sandy Barrie – Bookings Co-Ordinator,
Blairgowrie Town Hall Association, 45b Allan Street, Blairgowrie, Perthshire. PH10 6AB
Telephone: 07836 253097, e-mail: bookings@blairgowrietownhall.co.uk

CONFIRMATION

Ver: 19/6/ 2010

CHARGES APPLICABLE TO THIS BOOKING ARE AS FOLLOWS

Area	Times	Duration	Rate	Charge
			Total	

Date Received

Date Confirmed

Signed



Blairgowrie Town Hall Association (B.T.H.A.) reserves the right to amend these rules and conditions, and also to make any additional rules and conditions as necessary taking into account the requirements of the hall.

1. A let is not confirmed until the official Booking Form has been completed and submitted to the office at least 14 days prior to the event taking place.
2. The hall should not be sub-let without prior permission of B.T.H.A..
3. B.T.H.A. reserves the right to request a deposit at the time of booking.
4. If music is performed or reproduced by any method, the applicant will be required to pay a fee in respect of Performing Rights. This fee is calculated on the charging schedule issued by Performing Rights Society Limited (PRS).
5. The hire charge covers the provision of heating, normal lighting and normal cleaning in connection with the let. An additional charge will be levied if the facilities are not left clean and in good order, particularly kitchen/catering areas. An inspection may be carried out by the Hallkeeper at the end of the event.
6. The normal opening hours of the hall are from 9.00am until 10.00pm. Unless prior permission has been obtained from B.T.H.A., halls must close at a time to comply with the Public Entertainment License which is 1.00am for dance functions.
7. B.T.H.A. reserves the right to cancel any let, without need to pay any compensation for such cancellation if; (i) it believes that these Conditions are not likely to be adhered to, (ii) operational performance prevents an event taking place, or (iii) if the hall is required for Election purposes.
8. In the event of cancellation by the applicant of a confirmed let, a percentage of the hire rate may be payable as detailed in the charges schedule.
9. The applicant will be held personally responsible for payment of all charges in respect of the let.
10. The Hallkeeper will not normally be in attendance during the period of let. Organisers will be met at the stated start time of the event (on the booking form) and again at the end of the event to ensure the hall has been left in a satisfactory condition.
11. Smoking is not permitted in any part of any hall. During an event, it is the organiser who is responsible for ensuring those attending do not smoke. Enforcement officers can issue a £200 fine to the organiser and also £50 fine to each individual committing the offence.
12. The applicant should arrange for a sufficient number of stewards/security staff to preserve order and ensure compliance with safety and fire regulations to the satisfaction of the Hallkeeper. All stewards must; (i) be 18 years of age or above, (ii) be clearly identifiable throughout the duration of the event, (iii) not consume any alcohol, and (iv) be familiar with fire evacuation procedures for the building (this will be arranged with the hallkeeper prior to the event commencing). Organisers of an event should acquaint themselves with the position of fire points, emergency exit doors, light switches and the nearest telephone.

13. The applicant will be held responsible for any damage to the hall, furniture or fittings and any property lost as a direct result of the event taking place and will be required to meet the cost of reparation in full. Any damage which is not disclosed could result in the retention of some, or all, of the recoverable deposit. If required, the applicant may inspect the premises at the commencement of the let to verify the condition of furniture and fittings.
14. No furnishings or equipment will be hired out or loaned out from the building without prior agreement or arrangement with B.T.H.A.
15. B.T.H.A. will not be held responsible for any damage, injury, loss of goods or property brought into or left at the facility by the applicant or any persons attending the event.
16. **It is the responsibility of the organiser to arrange for first aid facilities/personnel throughout the duration of the event.**
17. With any let involving the sale of goods, the applicant is responsible for ensuring the correct license, if any, is obtained. Contact should be made with the Licensing Board at Perth & Kinross Council, 2 High Street, Perth, PH1 5PH where license requirements and procedures will be explained.

If it is intended to sell or dispense alcohol the Bookings Co-Ordinator must be notified. Although the applicant is responsible for obtaining the appropriate license, location and arrangement for bars should be discussed with, and to the satisfaction of, the Hallkeeper.

18. The Hallkeeper and any member of B.T.H.A. committee shall, at all times, be entitled to free access to any part of the building.
19. Sound amplification will be controlled at the discretion of the Hallkeeper whose decision will be final.
20. The applicant should ensure that all waste and/or discarded materials be removed within 24 hours or at a time agreed with the Hallkeeper. Failure to comply with this condition will result in the material being removed and any expense incurred charged to the applicant.
21. Flyposting in respect of an event is not permitted unless prior permission has been granted by the Police. This is an illegal act under Section 100 of the Roads (Scotland) Act 1984.

HIRE CHARGES: ADDITIONAL INFORMATION

1. Dispensing Alcohol - Where permission has been granted for the sale of alcohol from the Licensing Board at Perth & Kinross Council, a recoverable **CASH** deposit of £120 may be required to be paid no less than 48 hours prior to the function taking place; deductions may be made for damages at the discretion of B.T.H.A.
 - 1.1 The license received from Perth Kinross Council must be displayed on the bar for the duration of the event.
2. A similar deposit of £120 may be required in the event of discos, dances and private parties where a higher degree of risk is likely to cause damage.
3. Live & Pre-recorded Music - Performing Rights Society Limited (PRSL) dues will be charged for each let where live or pre-recorded music is played, in accordance with PRSL scale of charges.
4. Cancellation Fee - 50% of the hall charge may be payable if an event is cancelled within 7 working days of its intended date. The full hire charge will be payable if organisers do not turn up for an intended let.
5. B.T.H.A. will decide into which category a Let falls.
6. Hirers Liability Insurance will be charged at 10% of the hall hire fee (not including ancillary costs). This charge is waived when users provide a copy of a current insurance certificate **with** the completed booking form to our Bookings Co-Ordinator.

SPECIAL EVENT ARRANGEMENTS

B.T.H.A. reserves the right to cancel any event where it considers appropriate arrangements are not in place to ensure the safety and enjoyment of those attending or the security of the facility.

1. Stewarding or Security Staff

Clause 12 in the Conditions of Let offers general information with regard to stewarding.

Failure to comply with this clause for a special event will result in the event being cancelled.

Prior to the event commencing, the Hallkeeper will provide requisite advice on the positioning of stewards within the building and or its environs.

The main responsibilities of stewards include:

- a) Ensuring compliance with Blairgowrie Town Hall's 'No Smoking' legislation.
- b) Monitoring each fire exit.
- c) Clearing any spillage or other hazards to avoid accident, injury or inconvenience.
- d) Monitoring toilets for damage, cleanliness and the contravention of rules.
- e) Ensuring the building is evacuated in the event of the fire alarm being activated.

2. Times of Hire

As indicated on the booking form, the access and departure times are inclusive of preparation and clearing up. Appropriate measures should be taken to ensure these times are strictly adhered to. For example, if the hire time of 1800-0100 hours is requested, the bar and disco should cease at midnight 12:30am, to allow for 'drinking up' and cleaning. If the booking exceeds the stated times further charges will be incurred.

You may request via the bookings co-ordinator for access during the day to decorate or unload equipment. Times for this must be agreed with the Hallkeeper and will be subject to other booking requirements.

3. Recoverable Deposit

A recoverable cash deposit of £120 may be required to be paid no later than 48 hours prior to the event taking place. This deposit will be retained by B.T.H.A. until the Hallkeeper confirms that no damage resulted from the hire and that it was left in a satisfactory condition.

Deductions will be made as follows:

- Hall left in an unsatisfactory condition- cleaning costs to be assessed i.e. unreasonable cleanliness, large volumes of refuse not removed, etc

- Damage to internal furnishings - repair cost to be assessed e.g. chairs, tables, etc
- Damage to building finishes - repair cost to be assessed

4. Hallkeeper Responsibilities

- The Hallkeeper and any B.T.H.A. committee members retain authority over the building and any functions and all requests made by him/her must be immediately adhered to.

5. General Information

- Full compliance with these conditions is necessary to satisfy the requirements of the Public Entertainments License.
- If in the opinion of the Hallkeeper or a B.T.H.A.'s representative, it appears an event is not under the full control of the organiser at all times, either personally or via security staff, the Police may be called to assist in curtailing the event. Compliance with this will ensure the safety and enjoyment of users.