

## Hire of premises: Application form

### Your event

Description of function (eg. Wedding, conference, birthday)	
Date of event	
Start and finish times	
Number of people attending	

### Contact details

Your name	
Organisation (if applicable)	
Email	
Telephone	
Address	
Billing address (if different)	
Nominated person in charge of safety and security (usually caterer/event organiser)	

### Your suppliers

Caterer/event organiser	
Marquee	
Sound and lighting	

### Facilities required

Great Hall		Howard Davis Theatre	
De Quetteville Library		Music Suite	
Learning Resource Centre		Bistro	
Outside Areas		Classrooms	
College Field		Other (please specify below)	

### Fee agreed

Hire of venue	
Other costs	



**A non-refundable deposit of 50% should be returned with this form in order to confirm the booking. Cheques should be made payable to the Treasurer of the States. The balance payment must be settled a minimum of one month before the date of hire. Cancellations made within 30 days of the event will be subject to the full charge.**

All buildings must be vacated at the allotted time. Special permission for a longer licence may be obtained via the Parish Hall, St. Helier, if required. Please liaise with the Finance Manager.

I/We confirm that Public Liability Insurance of not less than £5 million is in place for this event and a copy has been provided to the Finance Manager.

I/we undertake that, in the event of loss, theft or damage to any item belonging to Victoria College that I/we accept responsibility for settlement of the policy excess and will reimburse the College up to the first £500 in the event of each and every claim. Subject to the policy excess, if an increase occurs, I/we will accept responsibility for settlement of the policy excess.

**I/We have read and fully understand the Conditions of Hire (available on our website: <https://www.victoriacollege.je/page/?title=Venue+hire&pid=1031>).**

**I/We understand that if I/We do not adhere to the conditions of hire outlined, that the College reserves the right to immediately terminate this hire agreement.**

Name(s)	
Position/role	
Signed	
Date	

**Office Use Only**

Supplier number		Deposit paid		Balance paid		Safeguarding requirements	
-----------------	--	--------------	--	--------------	--	---------------------------	--