



Victoria College • Jersey

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	

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)	

Contact details

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

Your suppliers:

Caterer/event organiser	
Marquee	
Sound and lighting	

Office Use Only:

Supplier Number		Deposit Paid		Balance Paid		Safeguarding Requirements	
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Hire of premises agreement

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 document dated April 2017. 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	