

ALSAGER INSTITUTE
REGISTERED CHARITY NUMBER 520002/1 (SCHEME NUMBER 125.029)
TRUSTEES: ALSAGER TOWN COUNCIL

BOOKING CONDITIONS AND REGULATIONS

1. Applications for bookings at the Alsager Institute may be made as follows:

When the Caretaker is not in attendance, and an individual/Club/Organisation is approved as an 'Authorised Key Holder' and takes responsibility for securing the building after use.
2. Any other bookings may attract the normal Letting Charge, plus an additional amount for the payment of a Caretaker to be in attendance to unlock and lock the premises.
3. The Letting Charges are reviewed each year by the Institute Committee and regular users are advised of any increase, and any 'concessions.' Details of the up to date 'General Letting Charges' will be displayed permanently on the Institute Notice Board.
4. Evening bookings carry a 'minimum booking period' and any application for use between 7.30pm and 9.30pm will be charged for a full two hours use, whether or not the full two hours are needed.
5. All applications for hire should be made on an official form 'Application for hire of the Alsager Institute' copies of which can be obtained from the Caretaker or Clerk.
6. Applications for bookings may be made as follows:
 - 6.1 Annually, for regular weekly or monthly bookings
 - 6.2 Quarterly, for variable 'term time' bookings
 - 6.3 Occasionally for 'one off' bookings
7. Application form must be submitted for all types of bookings including:
 - 7.1 'regular' weekly or monthly bookings
 - 7.2 'Concessionary' bookings
 - 7.3 'Occasional' bookings
 - 7.4 'Free use' bookings
8. Payment for room bookings shall be made as follows:
 - 8.1 To the Clerk, following receipt of an invoice
 - 8.2 To the Caretaker, if this is approved beforehand.
 - 8.3 Cheques to be made payable to 'Alsager Institute'
9. Entrance to the Institute building should only be gained by the Main Entrance and users should not try to gain entrance to the Institute by any other door, except during the period of occupation by the Nursery.
10. The fire exits are for emergency use only and should be kept securely fastened.
11. As the Institute is used by many Clubs/Organisations, sometimes at the same time, all users are asked to respect other users, and their activities, at all times and are asked to leave the premises as it was found.
12. The Institute is designated a NO SMOKING AREA and therefore no smoking will be permitted on the premises.
13. No alcoholic beverages shall be consumed anywhere on the Institute premises and no gambling shall be permitted anywhere on the Institute premises.
14. Any personal property is left at the Institute at the owners risk, and no responsibility can be accepted for loss or damage.
15. A copy of your Insurance Certificate for the activity to be carried out in the Hall should accompany this application.