



Royal Jersey Showground

Showground Booking Form



2024

Conditions of Facility Hire:

1. **Operations:** Users not familiar with the facilities must arrange an appointment with a staff member for a briefing on the use of facilities prior to their event. Should you wish for a member of staff on duty for the evening the cost will be £250. Subsequent calls for assistance, out of office hours, will be charged at £500 per call out.
2. **Access:** The facilities are open during normal office hours, i.e. Monday to Friday 09.00 to 17.30 hrs. When the facilities are to be used outside normal office hours a key must be collected from the office. All keys will be signed out, and on return must be signed back by a staff member. Access to the lift must be available at all times.
3. **Catering:** The RJA&HS kitchen is no longer available for use. Should you require catering for your event. Please, contact Harpers Catering enquiries@harperscatering.co.uk
4. **Refuse:** Hirers are asked to ensure that all refuse is deposited in the green Euro bins located in the bin compounds around the building. Glass should be put into the glass skip located at the rear of the building. For large events the RJA&HS will supply two skips. One for burnable and one for glass
5. **Smoking Policy:** In accordance with Jersey law smoking is not permitted inside the building but is permitted on the Showground.
6. **Damage:** Any damage to property, furnishings or equipment will be charged to the hirer.
7. **Legal & insurance:** Hirers will be responsible for ensuring compliance with any legal responsibilities associated with organising the event and that the appropriate insurances are held, including public liability. We will also require certificate of event licencing, insurance and a copy of **Bailiff's Public Entertainment Panel submission and licence** or should you event not be subject to event licencing we require a full risk assessment.
8. **Equipment/Articles left on site:** Any articles left on the premises for more than one week after the event will be disposed of without further notice.
9. **Owners Access:** Right of access to all parts of the property will be retained by the RJA&HS. In addition, occupiers of independent offices and storage units at the Showground must also have reasonable access to their respective facilities, a list of these can be provided by the RJA&HS upon request.
10. **Access Drive to the Building:** Please ensure that the access drive is clear at **ALL** times. Parking prevention cones are available on request. Users should ensure that marshals are on duty to park cars if large numbers are expected.
11. **Billing:** The fee detailed overleaf is normally due at the end of the month in which the event is held and is payable immediately upon request.

Rate Card 2024: All rates quoted below are per day of active use and may be subject to negotiation for extended periods. Set up and breakdown days, i.e. Friday to Monday inclusive are free of charge; however, occupation in addition to these days is charged at 50% of the day rate.

Facility	Discount booking deposit rate
Discount booking deposit (Non-refundable)	£2000
Showground (All facilities)	£3500
Main Exhibition Hall Only	£2500
West Hall Only	£2000
It is down to the discretion of the showground manager as to what other rooms may available for use, when hiring the main hall or new arena only.	

Tel: 866555 ~ Fax: 865619 ~ E-mail: showgroundevents@royaljersey.co.uk

Emergency call: 07700 331461 or 077977 24509