



Royal Jersey Showground

Room Booking Form

January-December 2024



Conditions of Facility Hire:

- Operations:** Users not familiar with the facilities are asked to arrange an appointment with a staff member for a briefing on the use of facilities prior to their event. Subsequent calls for assistance, out of office hours, will be charged at **£250** per call out.
- Access:** The facilities are open during normal office hours, i.e. Monday to Friday 08.30 to 18.00 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.
- Refuse:** Hirers are asked to ensure that all refuse is deposited in the green Euro bins located in the bin compounds at the rear of the main hall.
- Smoking Policy:** In accordance with Jersey law smoking is not permitted inside the building but is permitted on the Showground.
- Damage:** Any damage to property, furnishings or equipment will be charged to the hirer.
- 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. The showground is fully covid compliant. As the event organiser you must be compliant with the latest government guidance for your event to take place.
- 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.
- Owners Access:** Right of access to all parts of the property will be retained by the RJA&HS. In addition, RJA&HS Staff & members of the Comité des Connétables, JFU, WI and Coppolo & Coyd must have access to their respective facilities at all times.
- Access Drive to the Building:** Please ensure that the access drive is clear at **ALL** times. Parking prevention cones and signs are available on request. Users should ensure that marshals are on duty to park cars if large numbers are expected.
- 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.

Facility	Rate
Standard Rate Members Room	£ 300
Standard Rate Members Room ½ Day	£ 150
Standard Rate Council Room	£ 200
Standard Rate Council Room ½ Day	£ 100

RJA&HS, La Route de la Trinité, Trinity, Jersey, JE3 5JP

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