



# Parish of St Helier

## Town hall bookings Guidelines for event organisers

The Parish of St Helier is able to provide a number of quality rooms that are available for hire for both private and professional functions and events. All our rooms are of a high standard and their traditional and historic setting mean that early reservations are essential.

### Charges

The charges for the various areas available are;

VENUE	PER HOUR DAY TIME 9am-5pm	PER HOUR EVENINGS 5pm-11pm	Weekends
ASSEMBLY ROOM	£70 per hour	£93 per hour	£116 per hour
OLD MAGISTRATES COURT	£58 per hour	£81 per hour	£104 per hour
LE CAPELAIN GALLERY	£47 per hour	£70 per hour	£93 per hour
GROUND FLOOR MEETING ROOM	£24 per hour	£47 per hour	£58 per hour

Charities may be provided with a code that can be entered on the online booking form to receive a discount. Prior application and approval is necessary.

Multiple and repeat bookings may be available at favourable rates. Please liaise with our Town Centre Manager at [connor.burgher@posh.gov.je](mailto:connor.burgher@posh.gov.je) for more information.

### Booking

All bookings must be made online at <https://www.sthelier.je/meeting-room-booking/> with payment required at the time of booking. Extra services, such as catering, will be calculated and invoiced separately. States of Jersey staff will be able to enter PO Numbers if using Supply Jersey.

### Set up and Clear Away

Set up and clear away time must be included in the booking hours. Failure to include this may impact the time you have to enjoy the area.

### Documentation

Once your booking has been made, you must provide up to date copies of the following documentation a **minimum** of 48 hours prior to the event. We respectfully advise that we will be unable to approve your reservation without this essential documentation:

- Public Liability Insurance
- Risk Assessment
- Event Plan

## Important Information

- Temporary parking in Seal Street is available for one vehicle for unloading/loading items for a maximum period of 2 hours only. Requests must be submitted to the Town Centre Manager at the time of booking for a permit.
- If you require storage of stock/equipment before or after the event please liaise with the Parish's caretaker, Paul de Freitas, at [Paul.DeFreitas@posh.gov.je](mailto:Paul.DeFreitas@posh.gov.je) to make arrangements. Please note that storage services are subject to availability.
- It is a legal requirement for a Parish staff member to be on site when you are. This not only serves to adhere to strict health and safety regulations but also helps us to ensure your booking is as enjoyable as possible. Including set up and clear away time into your booking is essential as access to the buildings may be denied, especially at weekends, until the staff member is available. However, you are assured of our best intentions at all times and we will always do our best to accommodate you during normal business hours.
- Events must vacate the building at the specified time in booking. Late departure will result in additional charges.
- Whilst the Parish will have a staff member on site for the duration of your booking, any additional staff required for your event should be sourced independently.
- Any items left behind after an event can only be collected during business hours, 09:00 to 16:30 Monday to Saturday.

## Equipment Hire, Catering and Refreshments

Should you require catering, refreshments crockery and cutlery, additional charges will apply.

### Food / Refreshment Price List

- |  |                                 |
|--|---------------------------------|
| • Tea, coffee & water Included in the booking fee upon request | • Hot/cold finger buffet £15.00 |
| • Juice Included in the booking fee upon request               | • Sandwiches £4.00              |
| • Cans of fizzy drinks £1.00                                   | • Crisps £1.00                  |
|  | • Fresh Fruit £1.00             |

### Equipment Hire:

- Screen, Projector, Microphones Roving / lapel, Lectern Included in the booking fee upon request

### Crockery / Glass / Tablecloth Hire:

- Crockery £26.25 per event (max number 40) over 40 additional cost of £26.25
- Table Cloths £5.25 Each to launder
- Glasses £26.25 per event (max number 40) over 40 additional cost of £26.25

The kitchen must be left in the state it was prior to your event.

## Payment

Room bookings must be paid online at time of booking. All bookings must be made online only. Please do not email or telephone to make a booking.

Additional charges for food and beverages etc. will be invoiced at the end of the month that the event was held. Pitch fees must be received at least 48 hours prior to the selected day you wish to trade.

Payments for invoiced charges can only be made by the following methods;

BACS / Internet Banking

Account Name: Parish of St Helier  
Sort Code: 40 25 34 (HSBC plc)  
Account No.: 91409816

Credit / Debit Card

By Telephone:

01534 811811 – Customer Services, Town Hall  
Opening hours Monday to Friday 9am to 4.30pm

**Please quote the name of the event and date when making payment and on all correspondence.**

**Contact for Enquiries**

Town Centre Manager  
Parish of St Helier  
Town Hall  
PO Box 50  
St Helier  
Jersey, JE4 8PA

Tel: 01534 811835  
Email: [connor.burgher@posh.gov.je](mailto:connor.burgher@posh.gov.je)