

THE NATIONAL TRUST FOR JERSEY

PRIVATE HIRE OF 16 NEW STREET - BOOKING FORM

Please fill in this form and return to catherine@nationaltrust.je
The Trust will send out an invoice on receipt of the booking form.
Full payment must be made up front in order to confirm the booking.

Client Details

Company Name - if applicable	
Person overseeing the booking	
Address:	
Contact Number:	
Email Address:	
Corporate Partner	Yes / No
About the Event	
Date of event	
Start Time	
Finish Time	
Nature of event (e.g. wedding reception, etc.)	
Total number of guests	
Catering Company – if applicable	
Celebrant – if applicable	

Capacity

Drinks reception (1 st Floor)	Up to 40 guests standing
Board meeting / Dinner / Meal	Up to 20 guests seated around a table
Wedding Ceremony / Seminar	Up to 20 guests seated in rows – using Trust chairs
Wedding Ceremony / Seminar	Up to 40 guests seated in rows – using chairs supplied by client at extra cost

Private Hire of 16 New Street Rates Updated January 2024	Discounted Rate - Corporate Partners	Standard Rate
Hire of Club Room & Drawing Room for Drinks Reception Up to 40 guests standing Maximum 3 hour hire; Catering at extra cost	£480	£600
Hire of the Whole House for Drinks Reception Up to 60 guests standing Maximum 3 hour hire; Catering at extra cost	£800	£1000
Hire of Club Room & Drawing Room for Drinks Reception followed by sit-down dinner Up to 20 guests standing/seated Maximum 4 hour hire; Catering at extra cost	£600	£750
Hourly hire of Club Room for Board meeting Up to 20 guests seated around the table	£240	£300
Additional hour (price per hour)	£120	£150
Small Wedding Ceremony Up to 20 guests seated in rows Includes free glass hire for celebration drink afterwards Max 3 hour hire	N/A	£1,000
Large Wedding Ceremony Up to 45 guests seated in rows ** Includes free glass hire for celebration drink afterwards Max 3 hour hire ** Note that the Trust is unable to supply chairs for larger weddings; these must be hired in at extra cost from one of the Marquee Companies	N/A	£1500
Small Wedding Ceremony and Reception Up to 20 guests seated in rows for the ceremony Up to 20 guests seated around the table for the reception Max 5 hour hire	N/A	£1500
A private, behind-the-scenes tour of 16 New Street is available on request. Please advise the Trust if you require a tour at the time of booking.		

TERMS & CONDITIONS FOR THE HIRE OF 16 NEW STREET

All events are subject to the following conditions:

Payment & Cancellation of Bookings

- 1) Full payment must be made up front on receipt of an invoice.
- 2) If a booking overruns the agreed finish time, the additional time spent on site will be charged at a rate of £150 per hour.
- 3) The Trust is unable to offer refunds for cancellations later than two weeks prior to the event. Cancellations within the prescribed timescale will be subject to a 30% charge.
- 4) Depending on the nature of the event taking place, a £1,000 refundable deposit may be required in case of damage.

Advertising

- 1) No signage or banners may be erected on the site without prior written permission.
- 2) No mention or inclusion of the name, logos or property of The National Trust for Jersey (NTJ) may be included in advertising or literature relating to the hire of the venue without prior written permission from the NTJ.

Changes to the Site

- 1) No alterations, additions, removals or defacing of the site, whether temporary or permanent, may be made without the prior written consent of The NTJ.
- 2) No property or element thereof belonging to The NTJ shall be removed from the site, or used in any way without prior written consent.
- 3) The hirer and their suppliers shall not interfere with the normal operations of the site, or restrict visitor access to any area, without prior written consent.

Entertainment and Noise

- 1) The NTJ must be informed of any entertainment involved in a hire/event.
- 2) Noise from entertainment or crowds must be kept within reasonable limits, and be within the regulations laid down by the local authorities. If an unacceptable level of disturbance occurs, NTJ retains the right to ask the hirer and all guests to vacate the site immediately without notice.
- 3) All events must finish by 10.30pm latest. Subcontractors including caterers must be off site by 11pm latest. If a booking overruns the agreed finish time, the additional time spent on site will be charged at a rate of £150 per hour.**

Sub-contractors

- 1) Contact details for all sub-contractors involved with the event, including caterers, must be forwarded to the Trust in advance.
- 2) The NTJ does not provide catering materials. Caterers must provide their own crockery, glassware, table linen, etc. Caterers must remove and dispose of all catering materials, as well as rubbish, when they vacate the property.
- 3) A schedule will be required from all suppliers detailing their setting up and clearing away procedures, including times of access. If possible, wine and/ or flowers should be dropped off during Museum Opening Hours (Weds-Fri, 10am-4pm).
- 4) All suppliers and sub-contractors should conduct themselves in an appropriate manner and abide within the Health & Safety regulations. Noise and nuisance must be kept to a minimum.
- 5) All suppliers and sub-contractors including catering staff must be made aware of the conditions outlined in this agreement and comply with them fully.

Setting Up/Clearing Away

- 1) The site must be kept clean and tidy and free from rubbish at all times.
- 2) All waste materials relating to the hire of the site (including bottles and rubbish) must be disposed of or removed from the site immediately after the event; all spillages/damage of any kind must be reported to the site manager as soon as possible. If Trust staff are required to clean the site after the event the hirer will be charged at a rate of £25 per hour.
- 3) All equipment used for the function, which is not supplied by The NTJ, must be removed from the site immediately after the event.

Health & Safety, Accidents and Damage

- 1) The hirer or event organiser has a primary duty of care to their guests in relation to health and safety.
- 2) It should be understood that The NTJ is only responsible for the safety and security of the site, not the event. The hirer must be responsible for all health and safety issues that arise from their use of the site.
- 3) It is further agreed and understood that the sole obligation of The NTJ is to make available to the hirer the area(s) to be hired and the facilities, as specifically agreed. The use by the hirer of the area(s) to be hired is at the sole and exclusive risk of the hirer and the hirer renounces and abandons any claim which might otherwise arise against The NTJ in respect of loss or damage or personal injury incurred or suffered by any person in the area(s) to be hired during the period of hire howsoever arising, and the hirer hereby indemnifies and holds safe The NTJ against liability.

4) The hirer will be liable for any accidental or willful damage caused to National Trust property, objects therein and the natural environment, by suppliers and guests. By accepting the use of the land and property, the hirer will be deemed to accept liability for any repairs arising from that use. In cases of accidents and damage, the hirer accepts that they will be charged at the discretion of The NTJ.

5) Accidents and damage must be reported to the site manager immediately, so that appropriate action can be taken to minimise risk of permanent damage.

6) No entrance, exit or emergency access route may be obstructed at any time.

7) The total number of people attending an event must be agreed with the site manager in advance.

Restrictions

Due to the delicate nature of this historic building the following items may NOT be used/ consumed on the premises:

- 1) **NO stiletto heels**, unless capped with plastic protectors – please notify your guests in advance.
- 2) **NO red wine**, unless served when seated at table
- 3) **NO dark-coloured fruit juices** such as pomegranate, blackcurrant and blueberry, unless served seated at table
- 4) **NO chewing gum**

Whilst the furniture and fittings in the Club Room have been chosen so that they may be used, they are nevertheless delicate antiques that must be treated with respect. The handling of furniture and objects in every other space, excluding the Club Room, is strictly forbidden. In particular, please advise your guests not to place handbags or drinks etc. on polished surfaces.

General

1) No smoking is permitted anywhere in the building.

2) Adequate ashtrays/sand buckets must be provided and placed in designated areas outside the premises for the disposal of cigarette butts. Such receptacles must be removed and disposed of safely at the end of the hire.

3) The National Trust for Jersey reserves the right to intervene in and stop any entertainment or action, or even suspend the event, should any of the terms and conditions be breached.

4) Please note that you are obliged to make your wedding photographer aware that some of the exhibits and displays at National Trust sites are protected by copyright law.

5) The minimum age for the hire of a National Trust property is 25.

6) No item, of any kind, may be sold on a National Trust site without prior written permission.

Please find below a list our recommended caterers:

Treacle Limited

Contact: Susie Sharp

Email: susie@treaclejersey.com

Binney and Boarder

Telephone: 07797 843 362

Email: Vicky.boarder@yahoo.co.uk

Harpers Catering

Tel: 01534 865799

Email: enquiries@harperscatering.co.uk

Pink Panda

Contact: Emily Walker

Tel: 07829 757513

Email: hello@pinkpanda.je

SD Caterers

Contact: Steve Elson

Email: steven@sdcatering.je

* If you wish to engage the services of an alternative caterer, please discuss this with the site manager at the time of booking. Alternative caterers must be briefed and vetted by the Trust prior to an event.

Please find below a list our recommended wine merchants

Love Wine

Tel: 850599

Email: hello@lovewine.je

I, the undersigned, understand and agree to the terms and conditions outlined in this document.

Signed:

Name:

Date:

Office use only

Date form received:

Date payment received:

3.30pm