Events Information Brochure
2017

Technical and Environmental Services
TOWN HALL, PO BOX 50, ST HELIER, JERSEY, JE4 8PA
TELEPHONE 811811
E: tande@posh.gov.je
www.sthelier.je/holdinganevent
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**Introduction**

St Helier proudly maintains the Town Hall, a number of town centre sites, parks and open spaces throughout the Parish, which can be used for public events.

We would like to know about your event as soon as possible as the more notice we have the more chance we have of being able to overcome any potential problems which may arise.

The cost of holding an event in St Helier varies depending on the location, duration and nature of the event.

It is very easy to apply to stage your event; email us details of the event and we will then do a check to make sure that your proposed event does not clash with something else that is happening in the Parish, and that the area you would like to hold your event is available.

Following this you may need to contact the Bailiff's Office for their approval.

Similarly, if you wish to hand out flyers or leaflets in the precinct, please get in touch with us.
General Costings

**Fee for using a Town Centre Location (Page 13 to 27)**
We charge £50 per site, per day or part thereof

**Fees for use of Parish Parks – 2017 (Page 12)**
The weekly Booking Fees for the parks are as follows:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Fee</th>
<th>Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large event (using 50% - 100% of the Park)</td>
<td>£2,250</td>
<td>£1,000</td>
</tr>
<tr>
<td>Medium event (using up to 50% of the Park)</td>
<td>£1,125</td>
<td>£500</td>
</tr>
<tr>
<td>Small event (using up to 25% of the Park)</td>
<td>£562.50</td>
<td>£250</td>
</tr>
</tbody>
</table>

The weekly fee will be apportioned to a daily rate if the event is longer/shorter than a week. Any set up days/take down days will be classed as a day that the Park is in use and will therefore be included in the charge. Daily charges would therefore be worked out as follows:

<table>
<thead>
<tr>
<th>Number of days</th>
<th>Large Event</th>
<th>Medium Event</th>
<th>Small Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>£321.43</td>
<td>£160.71</td>
<td>£80.36</td>
</tr>
<tr>
<td>2</td>
<td>£642.86</td>
<td>£321.42</td>
<td>£160.72</td>
</tr>
<tr>
<td>3</td>
<td>£964.29</td>
<td>£482.13</td>
<td>£241.08</td>
</tr>
<tr>
<td>4</td>
<td>£1,285.72</td>
<td>£642.84</td>
<td>£321.44</td>
</tr>
<tr>
<td>5</td>
<td>£1,607.15</td>
<td>£803.55</td>
<td>£401.80</td>
</tr>
<tr>
<td>6</td>
<td>£1,928.58</td>
<td>£964.26</td>
<td>£482.16</td>
</tr>
<tr>
<td>7</td>
<td>£2,250.00</td>
<td>£1,125.00</td>
<td>£562.50</td>
</tr>
<tr>
<td>8</td>
<td>£2,571.44</td>
<td>£1,285.68</td>
<td>£642.88</td>
</tr>
<tr>
<td>9</td>
<td>£2,892.87</td>
<td>£1,446.39</td>
<td>£723.24</td>
</tr>
<tr>
<td>10</td>
<td>£3,214.30</td>
<td>£1,607.10</td>
<td>£803.60</td>
</tr>
<tr>
<td>11</td>
<td>£3,535.73</td>
<td>£1,767.81</td>
<td>£883.96</td>
</tr>
<tr>
<td>12</td>
<td>£3,857.16</td>
<td>£1,928.52</td>
<td>£964.32</td>
</tr>
<tr>
<td>13</td>
<td>£4,178.59</td>
<td>£2,089.23</td>
<td>£1,044.68</td>
</tr>
<tr>
<td>14</td>
<td>£4,500.00</td>
<td>£2,250.00</td>
<td>£1,125.00</td>
</tr>
</tbody>
</table>

**Fees and charges for Fitness Operators (Page 7)**
One off fitness event fee £50
3 Month fitness licence fee £100
6 Month fitness licence fee £175
Annual fitness licence fee £300 A deposit of £200 as a refundable deposit against damage must also be paid. This will be released within six to eight weeks after the event has finished.
## Additional Services Offered for your Event by the Parish of St Helier

<table>
<thead>
<tr>
<th>Item</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power washing or green machine</td>
<td>£60 per hour</td>
</tr>
<tr>
<td>Barriers</td>
<td>£1.00 each, barriers are bundled in batches of 20, and this should be basis of a charge for batches of 20, delivery and collection of barriers from single location £27.50 for delivery and £27.50 for collection- charge for 20 barriers £20 plus £27.50 delivery and £27.50 collection = £75</td>
</tr>
<tr>
<td>Red/White Cones</td>
<td>£1.00 each. Collected from Parish depot or a delivery charge of £27.50 &amp; collection charge of £27.50 = £55.00</td>
</tr>
<tr>
<td>Signs</td>
<td>Signs in stock standard regulation signage £1.00. Collected from Parish depot or a delivery charge of £27.50 &amp; collection charge of £27.50 = £55.00</td>
</tr>
<tr>
<td>Parking Suspension</td>
<td>Price to be based on number of spaces, multiplied by duration (days) and single unit cost of Paycards – currently £6.84 per space per day.</td>
</tr>
</tbody>
</table>

Bins are also available to hire off the Parish for your event, please contact Philip Hague for further details: philip.hague@posh.gov.je
## Table of Services in Parks

<table>
<thead>
<tr>
<th>Location</th>
<th>Water</th>
<th>Electric</th>
<th>Drains</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peoples’ Park</td>
<td>Parish of St Helier - At rear (centre) of park</td>
<td>Parish of St Helier - At rear (centre) of park and in front of Westmount Day Nursery. Distribution board to be sourced</td>
<td>Parish of St Helier - Connections alongside car park, opposite Millennium cross in Victoria Park &amp; in front of Westmount Day Nursery.</td>
<td>Parish of St Helier - Bollards either end of rear pathway</td>
</tr>
<tr>
<td>Lower Park</td>
<td>Battle of Flowers – boxed in, by western steps from St Aubin’s Road</td>
<td>Battle of Flowers – boxed in, by western steps from St Aubin’s Road Parsh of St Helier – boxed in, by Inn on the Park steps</td>
<td>Parish of St Helier - Connections opposite layby 2, lamps 658 / 659</td>
<td>Access off Victoria Avenue</td>
</tr>
<tr>
<td>Victoria Park</td>
<td>Parish of St Helier – Alongside Parish of St Helier Toilet block</td>
<td>None</td>
<td>None</td>
<td>Via 2 removable bollards adjacent to paycard spaces in Peirson Road</td>
</tr>
<tr>
<td>Parade Gardens</td>
<td>Parish of St Helier – Alongside café at southern end of park.</td>
<td>Parish of St Helier – Alongside café at southern end of park.</td>
<td>None</td>
<td>Via removable bollards on Elizabeth Place &amp; Gloucester Street</td>
</tr>
<tr>
<td>Don Monument</td>
<td>None</td>
<td>Parish of St Helier</td>
<td>None</td>
<td>Various</td>
</tr>
</tbody>
</table>
Code of Conduct for Outdoor Fitness Training

The fitness operator shall not have exclusive rights over any area of the Authority’s Premises and shall ensure that right of way is given to members of the general public visiting the Authority’s Premises.

No large items of keep fit equipment shall be used on the Parish’s Premises without prior consent other than hand held equipment e.g. jogging weights, kettle bells and resistance bands. Fitness operators shall leave the Parish’s premises in a clean and tidy condition and be liable for any loss of or damage to any Parish’s property through their direct improper use.

The fitness operator shall abide by the Park Regulations.

The fitness operator shall ensure that the Parish’s property is not used for the purpose of fitness training i.e. benches, tables, trees, lamp posts, bandstands etc. and to keep all pathways clear and accessible to all users.

The fitness operator shall not display, produce or distribute any sign or advertisement. The restriction of advertising applies to all boards, hoardings, flags, posters etc. displaying any organisation or company or brand name of any goods, including those of the Fitness Operator.

The fitness Operator must ensure that no particular area of the Parish’s premises is over used to the extent that it causes unreasonable wear and tear to the fabric of the park e.g. waterlogged, obviously worn and muddy areas. A map depicting the formal garden areas of the park and other unsuitable locations for training is available and the licensee must avoid training in these areas.

Vehicle permits must be gained from the Parish and drip trays placed under all vehicles.

Park ‘No Go’ Zones:
You are not permitted to use:
Areas within the park where training activities have a negative impact on other park users, residents and other licence holders; e.g. intrusive noise, aggressive language etc.
Areas of high pedestrian activity such as pathways, monuments & bandstands.
Areas clearly marked as sports fields, any formal garden areas & other Park sensitive locations such as; waterside areas, picnic areas, deck chair areas, long grass, meadow land, conservation areas etc.
Areas closed for renovation or upgrading.
Any Park structures, including trees, and furniture must not be used for training purposes.

Park ‘No Go’ Activities:
The following activities are not to be conducted by personal trainers / Group Licensee’s:
Amplified music or audio equipment, whistles and loud shouting or other intrusive noise-generating activities.
Aggressive, intimidating or unreasonably noisy training activities that interferes with the comfort of other visitors.
Use of objects that mark out an area to imply exclusive use.

As a licence holder you agree to abide by these guidelines at all times. Non-compliance to the above Code of Conduct and park regulations mean you are at risk of losing your Fitness licence and being asked to leave the park with immediate effect.
BANNERS
A list of where banners can be placed can be found on the States website:
www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/BannerAds.aspx

The banners along King & Queen Street are administered by DFI, information on these is on the States website:
www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/BannerAds.aspx

You will need to make contact with The Parish of St Helier to gain a precinct permit to drive on the precinct to place your banners, access will be outside of normal hours. This can be found at: www.sthelier.je

EVENT PLANNING
Information about event planning is on the States website: www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/Licensing.aspx

Your event plan would cover:
• **Event management profile** – full details of event organiser, event manager, contact telephone numbers, description of event, who it is aimed at, the purpose of the event, what you hope to achieve
• **Site setup** – looking at all aspects of how you would plan to set up for the event, and dismantle including the logistics involved; a timeline for both assembly and dismantle should be included; include a site plan of events
• **Proof of consultation** with immediate neighbours
• **Noise management** – what noise would you expect from your event – will it be ambient background noise, or will there be amplified music – if so you will need to detail steps that will be taken to minimise the risk of nuisance and how complaints received before, during and after the event will be addressed
• **A risk assessment** – looking at any potential risks or hazards involved in the event, as well as looking at the general public’s interaction
• **Confirmation of Public Liability Insurance** – we would ask that an activity taking place on the public highways has public liability insurance to cover any incidents that occur as a result of the event
• **Licences and permissions** - some activities don’t need a licence. However you should check the situation early on, because if you do find you need a licence or other permission, this can take some time.

PUBLIC COLLECTIONS
Taking collections in public places requires the permission of the Bailiff under Customary Law powers. Details must be given of the proposed time and place of the collection, with the name of the organisation that will benefit. In the event that a collection is proposed on behalf of another charity, written evidence will be required that this charity recognises the collector and supports the collection before the application is considered. Anyone seeking permission to collect in public must make such a request in writing to the Chief Officer, Bailiff’s Chambers, Royal Square, St Helier, JE1 1BA
More information can be found at:
www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/CollectingPublic.aspx
PLACING OF TEMPORARY SIGNS FOR EVENTS OR FUNCTIONS

The Parish has no objections to signs being placed around St Helier, with the following provisos:

• The Parish are informed in writing or email and are provided with an example of the sign

• A list should be kept, recording the locations of the signage to ensure they are all removed after the event

• Signs must be erected no more than two weeks prior to an event and removed within 24 hours after the close of the event

• The signs should be placed no lower than 7 feet (2.13 metres)

• Signs should be placed on poles without road signs; lamp posts would be preferred

• Signs should be suitably secured with cable ties, but still accessible to allow them to be removed

The Parish’s permissions will cover Parish by-roads, but other organisations may need to be contacted also. These may include:

States Main Roads - Nick Kearns – Department for Infrastructure
T: 448275
Email n.kearns@gov.je

Jardins de la Mer & Weighbridge Square - Jason Maindonald (Jersey Development Company)
T: 617449
Email: jason.maindonald@jerseydevelopment.je

Liberation Square – Simone Glen-Dewar (Property Holdings)
T: 447815
Email: s.glendewar@gov.je
RAFFLES

The current Gambling (Jersey) Law allows for non-profit organisations (NPO) such as charities, clubs and societies, to raise funds through gambling. For this sort of activity, the Jersey Gambling Commission has devised a tiered approach.

We would advise that you check to see whether you require permission from the commission also. Further information can be found on their website, http://www.jgc.je/applications/social-and-charitable-gambling/

RELEASING BALLOONS, CHINESE LANTERNS ETC

The Parish of St Helier would ask for any requests to be in writing and suitably risk assessed. The following agencies must also be notified in advance that this is taking place:

States of Jersey Police General Enquiries T: 612612
States of Jersey Fire Service Fire Safety Enquiries Number T: 445967
St Helier Honorary Police Duty Centenier M: 07829 722227
Jersey Coastguard T: 447705
Jersey Air Traffic Operations Department T: 446108

SPONSORED / ORGANISED WALK/PARADES & PROCESSIONS

The Parish of St Helier have no objections to sponsored/organised walks, please inform us in writing of your plan as we may need to arrange a meeting to discuss your route and to ensure there are no conflicts on that particular date. You may also need to seek permissions from other interested parties. These include:
Rebecca Traisnel at the Bailiff’s Chamber who you will need to approach with regard to the fundraising, T: 441103 R.Traisnel@gov.je,

Vingtenier Danny Scaife who you will need to approach with regard to traffic control, T: 811863, email danny.scaife@posh.gov.je,

Regine Atkinson at Department for Infrastructure as DFI administer the promenade in St Helier, T: 448207, email: r.atkinson@gov.je
FLYERS
To request permission to hand out leaflets and flyers within St. Helier, we ask for

• Full name
• Email address
• Phone no.
• Dates required
• Times required
• Company name
• What will you be promoting?
• Location
• How many distributors?

Please complete the application form found on our website [www.sthelier.je](http://www.sthelier.je)

Please note that any dropped leaflets must be collected, the general public are not to be harassed into taking any literature, flyers will not be placed on car windscreen, hoardings or empty shop frontages and should any complaints be received by the Parish Hall this could affect future requests.

The Parish receives frequent requests to hand out flyers in town, so we would ask that it is limited to either a morning or afternoon period. These are 9am to 1pm or 1pm to 5pm. Please can you confirm which period you would prefer on your application form?

There may be organisations with collection rights from the Bailiff’s Office on the precincts. We would ask that your activities do not interfere with theirs. Should you wish to be collecting also, you will need to seek approval from the Bailiff’s Office as I know they like to limit this kind of activity to just one or two organisations on any one day. The person you need to contact is Miss Rebecca Traisnel, her email address is [r.traisnel@gov.je](mailto:r.traisnel@gov.je) and her contact phone number is 441103.
St Helier Parks available for Events
Town Centre Sites for Events
Broad Street
Requirements for use of this location:

• Consultation prior to the event with managers of the adjacent premises

• The permitted area is between the two trees and from the fountain to a depth of 3m; giving an area of 5m by 3m as indicated on red on the map. The event should not exceed this area

• The permitted area is to remain next to the fountain maintaining pedestrian access from Conway Street to New Cut

• Confirmation of a risk assessment having been conducted and that the organisers are in possession of Public Liability Insurance with a minimum cover of £2million

• Please note that there are no water or electricity services available at this site

• Portable generators are permitted on condition that they are of the “silent” type and a full risk assessment must be undertaken
Brook Street

Event must stay in marked area
Please note white markings on paving stones.
Brook Street

Requirements for use of this location:

• Consultation prior to the event with managers of the adjacent premises – Hamons & Jack Wills

• The permitted area is adjacent to the unloading bay, and is 3m by 3m. The event should not exceed this area as marked on the paved area

• The area is central to Brook Street, maintaining pedestrian access to either side of the area and not blocking the window displays of either shop

• The unloading bay is to be kept clear for other users and is not parking for event organisers

• Confirmation of a risk assessment having been conducted and that the organisers are in possession of Public Liability Insurance with a minimum cover of £2million

• Please note that there are no water or electricity services available at this site

• Portable generators are permitted on condition that they are of the “silent” type and a full risk assessment must be undertaken
Cenotaph
Cenotaph

Requirements for use of this location:

• Only one area is permitted to be in use at any one time, and subject to prior agreement with the Town Hall

• Consultation prior to the event with the managers of all premises on the square

• The permitted areas are marked in different granite extending from the monument maintaining pedestrian access to Sand Street and York Street

• You will require a Precinct Permit to place any vehicle on the area

• Confirmation of a risk assessment having been conducted and that the organisers are in possession of Public Liability Insurance with a minimum cover of £2million

• Please note that there are no water or electricity services available at this site

• Portable generators are permitted on condition that they are of the “silent” type and a full risk assessment must be undertaken
Charing Cross
Charing Cross

Requirements for use of this location:

• Consultation prior to the event with managers of the adjacent businesses

• The permitted area is central to the benches with no less than 1.5m clearance between the event and the benches. The event should not exceed this area

• The event should be contained within the area to maintain pedestrian access to Sand Street and York Street

• Confirmation of a risk assessment having been conducted and that the organisers are in possession of Public Liability Insurance with a minimum cover of £2million

• Please note that there are no water or electricity services available at this site

• Portable generators are permitted on condition that they are of the “silent” type and a full risk assessment must be undertaken
Don Street
**Don Street**

**Requirements for use of this location:**

- Only suitable for very small events
- Consultation prior to the event with managers of the adjacent premises
- The permitted area is kept adjacent to BHS’s window display and set back from King Street enabling crowds to watch the event off the main precinct and enable pedestrian flow
- The area is 3m by 3m as indicated on red on the map. The event should not exceed this area
- Confirmation of a risk assessment having been conducted and that the organisers are in possession of Public Liability Insurance with a minimum cover of £2million
- Please note that there are no water or electricity services available at this site
- Portable generators are permitted on condition that they are of the “silent” type and a full risk assessment must be undertaken
- The erection of marquees or covered areas is forbidden
Halkett Street
**Halkett Street**

Requirements for use of this location:

- Consultation prior to the event with managers of the adjacent premises

- The permitted area is against the window display of Boots maintaining pedestrian access for Queen Street

- The area is 4.5m by 2m as indicated on red on the map. The event should not exceed this area

- Prior to placing a vehicle on the precinct you will require a Precinct Permit

- Confirmation of a risk assessment having been conducted and that the organisers are in possession of Public Liability Insurance with a minimum cover of £2million

- Please note that there are no water or electricity services available at this site

- Portable generators are permitted on condition that they are of the “silent” type and a full risk assessment must be undertaken
West’s Centre
West’s Centre

Requirements for use of this location:

• Consultation prior to the event with the Chair of the West’s Centre Traders

• The permitted area between the chess set and benches running alongside; giving an area of 9.2m by 8.3m as indicated on red on the map. The event should not exceed this area

• Before placing any vehicle on the precinct, you require a Precinct Permit and one of the bollards to be removed, please contact the Town Hall for access

• Confirmation of a risk assessment having been conducted and that the organisers are in possession of Public Liability Insurance with a minimum cover of £2million

• Please note that there are no water or electricity services available at this site

• Portable generators are permitted on condition that they are of the “silent” type and a full risk assessment must be undertaken
# The Helier Town Hall

## List of Charges for Hire of Rooms

<table>
<thead>
<tr>
<th>Venue</th>
<th>Per Hour Day Time</th>
<th>Per 1/2 Day 9am to 1pm, 2pm to 5pm</th>
<th>Per Day</th>
<th>Per Evening 6pm to 11pm</th>
<th>Saturday Half Day</th>
<th>Sunday Half Day</th>
<th>Approved Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial Organisations 100%</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly Room</td>
<td>£290.00</td>
<td>£290.00</td>
<td>£300.00</td>
<td>£120.00</td>
<td>£270.00</td>
<td>BASIC + 50%</td>
<td>BASIC X 2</td>
</tr>
<tr>
<td>Committee Room</td>
<td>£70.00</td>
<td>£145.00</td>
<td>£290.00</td>
<td>£90.00</td>
<td>£210.00</td>
<td>BASIC + 50%</td>
<td>BASIC X 2</td>
</tr>
<tr>
<td>Ground Floor Meeting Room No 2</td>
<td>£35.00 per session up to 2 hrs</td>
<td>£50.00</td>
<td>£90.00</td>
<td>£50.00 per session up to 2 hrs</td>
<td>£60.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>States Departments 1/3 Discount</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly Room</td>
<td>£60.00</td>
<td>£140.00</td>
<td>£200.00</td>
<td>£80.00</td>
<td>£180.00</td>
<td>BASIC + 50%</td>
<td>BASIC X 2</td>
</tr>
<tr>
<td>Committee Room</td>
<td>£50.00</td>
<td>£90.00</td>
<td>£135.00</td>
<td>£60.00</td>
<td>£140.00</td>
<td>BASIC + 50%</td>
<td>BASIC X 2</td>
</tr>
<tr>
<td>Ground Floor Meeting Room No 2</td>
<td>£25.00 per session up to 2 hrs</td>
<td>£35.00</td>
<td>£60.00</td>
<td>£35.00 per session up to 2 hrs</td>
<td>£40.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Non Profit Organisations (Not Registered 1/3 Discount)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly Room</td>
<td>£40.00</td>
<td>£140.00</td>
<td>£200.00</td>
<td>£80.00</td>
<td>£180.00</td>
<td>BASIC + 50%</td>
<td>BASIC X 2</td>
</tr>
<tr>
<td>Committee Room</td>
<td>£50.00</td>
<td>£90.00</td>
<td>£135.00</td>
<td>£60.00</td>
<td>£140.00</td>
<td>BASIC + 50%</td>
<td>BASIC X 2</td>
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<td>£25.00 per session up to 2 hrs</td>
<td>£35.00</td>
<td>£60.00</td>
<td>£35.00 per session up to 2 hrs</td>
<td>£40.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Registered Charities 30% Discount</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly Room</td>
<td>£30.00</td>
<td>£70.00</td>
<td>£100.00</td>
<td>£40.00</td>
<td>£90.00</td>
<td>BASIC + 50%</td>
<td>BASIC X 2</td>
</tr>
<tr>
<td>Committee Room</td>
<td>£15.00</td>
<td>£45.00</td>
<td>£70.00</td>
<td>£30.00</td>
<td>£70.00</td>
<td>BASIC + 50%</td>
<td>BASIC X 2</td>
</tr>
<tr>
<td>Ground Floor Meeting Room No 2</td>
<td>£15.00 per session up to 2 hrs</td>
<td>£20.00</td>
<td>£30.00</td>
<td>£20.00 per session up to 2 hrs</td>
<td>£30.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Parish Linked Associations 30% Discount</strong></td>
<td></td>
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</tr>
<tr>
<td>Assembly Room</td>
<td>£30.00</td>
<td>£70.00</td>
<td>£100.00</td>
<td>£40.00</td>
<td>£90.00</td>
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</tr>
<tr>
<td>Committee Room</td>
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</tr>
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<td>£20.00 per session up to 2 hrs</td>
<td>£30.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The Meeting Room is situated adjacent to the Reception area on the Ground Floor. It is ideal for small conferences and meetings and can be laid out to suit the individual requirements of each function.
The Assembly Room has many original features which add to its elegant atmosphere. The room is regularly used for larger events and can be laid out to suit individual requirements. Wedding ceremonies and receptions can be held here.
FUNCTION ROOMS FOR RENT

LA CAPELAIN GALLERY

ROOM CAPACITY
SEATED CONFERENCE STYLE 50
SEATED AT TABLES 20

The Committee Room is ideal for small conferences and meetings. The room can be laid out to suit the individual requirements of each function. Wedding ceremonies and receptions can also be held here.
Useful Contacts

Beaches
Economic Development Department  T: 448100 Email: EDGroup@gov.je

Fundraising / collections / sponsorship
Miss Rebecca Traisnel – Bailiff’s Chamber – T: 441103 Email: r.traisnel@gov.je

Harbours
Port of Jersey – T: 447788 Email: jerseyharbours@gov.je

Honorary Police
Vingtenier Danny Scaife T: 811863 Email danny.scaife@posh.gov.je

Jardins de la Mer & Weighbridge Square
Jason Maindonald -Estates Manager - Jersey Development Company T: 617449 Email: jason.maindonald@jerseydevelopment.je

Liberation Square
Simone Glen-Dewar -Surveying Technician T: 447815 E mail: s.glendewar@gov.je

Parking Control
Control Room - T: 448660

Parish of St Brelade (St Aubin)
T: 741141 Email: stbrelade@posb.gov.je

Parish of St Lawrence (Bel Royal)
T: 861672 Email: stlawrence@posl.gov.je

Parish of St Peter (Beaumont/Gun Site)
T: 481236 Email: stpeter@posp.gov.je
Contacts Cont:

**Promenades, Raised Banners (King & Queen Street), Railing Banners (Steam Clock, La Route de Liberation)**
Regine Atkinson - Events Administrator – Department For Infrastructure T: 448207 Email: r.atkinson@gov.je

**Raffles**
Gambling Commission - T: 828540 Email: info@jgc.je

**Royal Square**
David Filipponi – Bailiff’s Office - T: 441100 Email: D.Filipponi@gov.je

**States Main Roads**
Nick Kearns – Department for Infrastructure T: 448275 Email N.Kearns@gov.je

**Street Entertainment & Busking Permits**
Hettie Duncan (Education & Outreach Co-ordinator )– Arts Centre – T: 700419 Email: hettie@artscentre.je

**Sunday Trading**
Jackie Phipps– Parish Charges Department – T: 811894 Email: jackie.phipps@posh.gov.je

**Town Centre Manager**
Daphne East – T: 811813 Email daphne.east@posh.gov.je

**Market and Festivals Organiser**
Anna Renouf– T: 811835 Email anna.renouf@posh.gov.je

**Town Hall Contact**
Gemma Rowley – T:811844 Email gemma.rowley@posh.gov.je

**DFI Parks & Gardens**
Derek Noble – Department for Infrastructure T: 448628 Email D.Noble@gov.je
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T: 01534 811811

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