

PSM Town Hall Tech

Mike 07624 421717 Rhys 07624 404104

PSMTHTECH@gmail.com

Your details

Name	
Address	
Email address	
Telephone number	Home/Work: Mobile:

Your Booking

Date	
Set up time (minimum 1 hour prior to event)	
Event start and finish time	
Type of function	

Tech services required

Lighting	Yes	No	Stage – performance/meeting/band Floor – general/disco Stage & Floor Other (please give details)
Sound	Yes	No	Microphones on stage Radio microphones Live music Recorded music Other (please give details)

Charges

£12.50 per tech person per hour. Simple events (meetings etc) will only require 1 person. If sound and lighting are both used 2 staff are usually required (cost per hour £25).

Once we have received your booking form we will confirm the total costs. Please ask us to quote for longer hire periods, rehearsals and charity events.

I wish to hire the in-house equipment at Port St Mary Town Hall.

Signature _____ Please print name _____

Date _____

OFFICE USE ONLY

	Date	Amount
Booking form received		
Cost confirmed to customer		
Booking entered into diary		
Payment received		
Tech crew		

Terms and Conditions

Booking and Payment

- All bookings must be made on this form. Forms should be returned to PSM Town Hall Tech, c/o Town Hall, The Promenade, Port St Mary, IM9 5DA.
- Your booking form will be assessed and we will contact you to discuss your requirements and then advise the final cost for the staff for your event.
- Payment for technical services must be made in advance. Cheques payable to M Carter.
- Venue booking must be accepted by the Commissioners prior to Tech Services booking.

Conduct

- Tech Services will set up and operate the technical equipment.
- All music must be turned off by 23.30.
- Tech Services are responsible for clearing away the technical equipment only.
- Tech Services are not responsible for clearing the building, cleaning the venue or securing the venue at the end of an event.
- Tech Services crew will wear passes and must be allowed access to events.
- The hirer accepts responsibility for any damage caused to the equipment whilst in use. Tech Services will notify the Commissioners immediately should any damage occur.