Port St Mary Commissioners
Venue Hire form

Your details

Name (or name of organisation) 
Registered charity number (if applicable) 
Address 
Email address 
Telephone number Home/Work: Mobile: 

Venue required

Hire sessions are: Morning (09.00-13.00), Afternoon (13.00-17.00), Evening 18.00 – 00.00) or all day hire (09.00 – 00.00). 25% discount on Town Hall hire for registered charities only.

<table>
<thead>
<tr>
<th>Venue</th>
<th>Max.Capacity</th>
<th>Charge per session</th>
<th>All day charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Hall</td>
<td>200 standing/150 seated</td>
<td>£40</td>
<td>£120</td>
</tr>
<tr>
<td>West Room</td>
<td>40</td>
<td>£20</td>
<td>£60</td>
</tr>
<tr>
<td>Board Room</td>
<td>25</td>
<td>£20</td>
<td>£60</td>
</tr>
</tbody>
</table>

Venue choice Please √

Your Booking

Date(s) required 
Session(s) required Morning / Afternoon / Evening / All day (circle as applicable)
Type of function

Do you require technical services (light and sound)? Yes No Please enquire with the Town Hall office for contact information for the technical team. Service charges payable to the tech team.
Venue security required? Yes No Security staff are required for music gigs, wedding receptions and parties (excluding parties for children under 15 years). All charges payable direct to registered security company.

Is the hire for a wedding ceremony? Yes No Additional charge of £200 for wedding licence as Approved Place and staff costs

I agree to be bound by the Regulations and Conditions of Hiring

Signature______________________ Please print name __________________
Date ________________________
OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking form received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booking entered into diary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue payment received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security contract received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical team request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wedding ceremony payment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key Collection

<table>
<thead>
<tr>
<th>Key collected by (please print)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>Hire Conditions and Regulations re-issued</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Key returned</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

PSM Town Hall Venue Booking Form revised Sept 2019
**Venue Hire Regulations and Conditions**

**Booking and Payment**
- All bookings must be made on this form. Forms should be returned to The Clerk, Town Hall, The Promenade, Port St Mary, IM9 5DA.
- Payment for use of the venue must be made in advance. Cheques payable to Port St Mary Commissioners.
- Provisional bookings will only be held for 7 days pending venue hire payment being made.
- A refundable Damage Deposit is required for all bookings. For the Town Hall this is £150 or £300 if the event requires security, and for the Board Room and West Room £75.

**Conduct**
- No smoking is permitted within any room in the Town Hall or the grounds.
- The hirer is responsible for ensuring that Fire Regulations are adhered to and emergency exits are kept clear. In the event of the fire alarm sounding, all persons must leave the building in an orderly fashion via the clearly marked emergency exits. Call the fire service on 999 and do not re-enter the venue until the all clear has been given.
- Use of naked flames is not permitted. Candles may be used with appropriate precautions.
- The hirer is responsible for ensuring that **music is turned off by 23.30** at the latest.
- The hirer is responsible for ensuring that noise levels do not cause a nuisance or annoyance to residents in the vicinity.
- The hirer is responsible for maintaining the good behaviour and conduct of persons using the venue. Any children using the venue must be supervised and protected at all times.
- **Security staff are required for some functions including music gigs, wedding receptions and parties (excluding parties for children under 15 years).** The hirer will be required to book a registered security firm to provide door staff. The Commissioners Administrative Officers will advise at time of booking. Details of the security arrangements must be provided to the Office. A copy of the contract with the security firm is required. The security staff must remain at the venue throughout the event and until everyone has moved away from the surrounding area at the end of the event.
- The hirer accepts responsibility to leave the venue in a clean and re-lettable condition at the end of the hire.
- The hirer accepts responsibility for any soiling, damage or loss of the property or its fittings during the hire period. The hirer agrees to reimburse Port St Mary Commissioners in full for all necessary cleaning, repair and replacements.
- The hirer agrees to refrain from using single use plastics where possible.
- Balloon releases & sky lantern releases are not permitted from any Commissioners venue.
- Numbers of attendees at an event shall not exceed the capacity for that venue.
- To preserve and respect the premises please do not use any fixings (ie nails, pins, Sellotape) that will damage the surface. Blue tac can only be used on glass or gloss painted surfaces
- The hirer agrees to remove all rubbish from the venue at the end of the event. Recycling bins for glass bottles and metal cans are located in the Town Hall carpark.
- The hirer agrees to sweep and/or mop the floor as required at the end of the event.
- The hirer agrees to leave all tables and chairs as they were found.
- The hirer must ensure that all windows and doors are securely shut and all lights are turned off when they leave the premises.
- The hirer must report any accidents, faults or damage to the Commissioners Office as soon as possible.
Venue Hire Regulations and Conditions/ continued

Access

- For weekday bookings, the keys can be collected from the Commissioners’ Office between 09.00 and 16.00 (15.30 on Friday) on the day of the booking.
- For weekend bookings, the keys must be collected on the Friday prior to the booking between 09.00 and 15.30.
- Keys must be returned to the Commissioners’ Office at the end of the hire period.

Privacy Policy

Your privacy is very important to us. This Policy explains how the Commissioners collect, use, communicate, disclose and make use of your personal information. Before or at the time of collecting personal information, the Commissioners will identify the purposes for which your data is being collected.

- The Commissioners will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- The Commissioners will only retain personal information as long as necessary for the fulfilment of these purposes.
- The Commissioners will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- The Commissioners will not share your information with any third party without your knowledge or permission.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for these purposes, should be accurate, complete, and up-to-date.
- The Commissioners will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification in line with the Data Protection Act 2018.
- The Commissioners will make readily available to customers information about our policies and practices relating to the management of personal information.

We reserve the right to update the privacy policy at any time.

PLEASE RETAIN THESE REGULATIONS AND CONDITIONS FOR YOUR INFORMATION.