



Port St Mary Commissioners

Board Room Hire form

Your details

Name (or name of organisation)		
Address		
Email address		
Mobile no.:	Landline / 2 nd mobile no:	Registered charity number (if applicable)

Charge per session: £20

Hire sessions: **Morning** (09.00-13.00), **Afternoon** (13.00-17.00), **Evening** 18.00 – 23.45)

Max. capacity 40 if all standing, 32 if seated, 25 if a wedding ceremony

Your Booking – circle as required

Date	Morning	Afternoon	Evening
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 (<i>excluding parties for children under 15 years</i>). 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

	Date	Amount
Booking form received		
Booking entered into diary		
Venue payment received		
Deposit received		
Security contract received		
Technical team request		
Wedding ceremony payment		

Key Collection

Key collected by (please print)	
Date	
Time	
Hire Conditions and Regulations re-issued	YES/NO
Key returned	YES/NO



Emergency contact : Office hours 01624 832101

: Out of hours 07624 300090 (Michelle)

: Key holder 07624 221776 (Clerk)

Venue Hire Regulations and Conditions

Booking and Payment

- All bookings must be made on this form. Forms should be returned to The Office, Town Hall, The Promenade, Port St Mary, IM9 5DA.
- Payment for use of the venue must be made in advance. Bookings are only Provisional until a completed booking form and payments received. Cheques payable to Port St Mary Commissioners.
- A refundable Damage Deposit is required for all Board Room bookings of £75
- No smoking is permitted within any room in the Board Room 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, and leaving all tables and chairs as they were found.
- The hirer agrees that nothing can be hung from the lights or rigging.
- 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 that no food or drink will be prepared or served in the Board Room, excepting drinks of plain water.
- 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 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
- The hirer confirms any relevant insurance and risk assessments are in place for the event.



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.