**Port St Mary Commissioners**

**Board Room Hire form.**

**Your details**

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

**Charge per session: £30 Deposit: £75.00**

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** |
| **Date** | **Morning** | | | **Afternoon** | **Evening** |
| **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 (*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

|  |  |  |
| --- | --- | --- |
|  | 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 |