**Port St Mary Commissioners**

**Town Hall hire form**

**Your details**

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

Hire charge per session: **£60.00** Deposit: **£100.00**

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

25% discount on Town Hall hire for registered charities ONLY

**Maximum capacity of 150 seated (200 if all standing)**

**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 |

**Emergency contact: Office hours 01624 832101**

**Out of hours and key holder: 07624 221776 (The 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 payment have been received.

**Cheques payable to Port St Mary Commissioners.**

**BACS – Account name: Port St Mary Commissioners – Sort Code: 55 91 04 – Account number: 28232275**

* A refundable damages deposit of **£100** is required for all Board Room bookings.
* Smoking is not permitted within any part of the building 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 marked emergency exits. **Call the fire service on 999** and **do not re-enter the venue** until the fire service has signalled that you can do so.
* Use of naked flames is not permitted.
* 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 at all times.
* **Security staff are required for 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.** Details of security arrangements must be provided to office staff at the Town Hall. **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 curtilage of the building 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, sweeping (and mopping the floor as required) at the end of the event and leaving all tables, chairs, and venue as they were found. All bins must be emptied with contents disposed of by the hirer (recycling bins for glass bottles and metal cans are in the Town Hall carpark).
* Should the above not be adhered to, an amount, dependent on how many hours Port St Mary Commissioners’ cleaning team took to rectify/clean the hall/room, will be subtracted from the deposit.
* The hirer agrees that they will not hang anything from the lights or rigging.
* To preserve the integrity of 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.

**Venue Hire Regulations and Conditions (continued)**

* 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.
* A bill for any damages or loss of property will be presented to the hirer, if necessary.
* 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 Commissioner’s office at the Town Hall as soon as possible
* The hirer confirms any relevant insurance and risk assessments are in place for the event.
* The hirer agrees that the number of attendees will not exceed the capacity of the venue.

**Access**

* For weekday bookings, the key can be collected from the Commissioners’ Office between 09.00 and 16.30 (16.00 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 16.00.
* 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, 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 the purposes specified and for other compatible purposes, unless consent has been obtained from the individual concerned or as required by law.
* The Commissioners will only retain personal information as long as is 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**