

Douglas Borough Council Noble's Park Pavilion Community Room Booking Form and Conditions

Date of event

Type of event

Hirer's Name

Invoice Name &
Address

Work number

Home number

Mobile number

E mail address

Access Time

Finish Time

No. of Attendees

 (maximum 100)

Additional
Information

Agreement

I, the hirer named above, agree to pay in addition to the hire charge rate published by Douglas Borough Council, the costs of any repairs to the Noble's Park Pavilion Community Room and/or any extraordinary cleaning costs that may be necessary as a consequence of the event, in accordance with Hire Terms and Conditions. All charges will be subject to VAT.

Payment in full must be made at least 5 working days prior to your event, failure to do so, may result in your booking being cancelled.

Signature

Date

 / /

Return to: Parks Services, Ballaughton Nursery, Harcroft Meadows, Douglas, IM2 1JJ

Douglas Borough Council Noble's Park Pavilion – Hire Terms and Conditions

1. The hirer means the person or persons, club or organisation hiring the facility.
2. No person under the age of 18 will be accepted as the hirer.
3. All bookings must be on the official booking form and signed, dated and returned to the address detailed.
4. Completed booking forms must be received not less than 10 working days prior to the hire date.
5. Provisional bookings will be confirmed via e-mail/letter to the hirer upon receipt of the completed and signed booking form. Bookings are not confirmed until the Council receive payment.
6. No credit or refund will be made for cancellation of a confirmed booking by the hirer.
7. Bookings cannot be taken in excess of 6 months prior to the date of the event.
8. Full payment must be received at least 5 working days prior to the date of the event.
9. If payment has not been received at least 5 working days prior to the hire date, the booking will be cancelled and the hirer will be notified of the booking cancellation 3via e-mail/letter.
10. The room will only be available for hire between the hours of 08:30 AM and 11:30 PM, the room should be cleared, tables and chairs put back to the sides of the room by the end of the hire period.
11. The room will not be available to hire on Christmas Day, Boxing Day and New Year's day.
12. During functions outside of office hours, please contact 668170, if you have any issues including access, this number is also displayed on-site.
13. Hire costs will be as agreed based on the pricing structure of Douglas Borough Council.
14. Hire periods are charged per 5 hour block session, if the hirer wishes to hire the room for less than 5 hours the hirer will still be charged for a 5 hour block session, if the hirer wishes to hire the room for more than 5 hours the hirer will be charged for two 5 hour block sessions.
15. In the unlikely event that Douglas Borough Council has to cancel a booking; a credit will be issued in this instance.
16. An application shall not be deemed to have been provisionally booked, until the booking form has been received. Upon receipt provisional booking will be acknowledged via e-mail/letter.
17. As hirer, you have a responsibility to ensure all necessary permissions have been obtained in respect of any event for which you are the organiser. This is especially important if you are the organiser of an event involving children.
18. Should the hirer wish to make an application to have alcohol on the premises, the hirer must in the first instance make an application in writing to seek consent, to the assigned below. This request maybe subject to the issuing of an alcohol licence.

Christopher Pycroft – Assistant Chief Officer (Regeneration)

Douglas Borough Council, Town Hall, Ridgeway Street, Douglas, IM991AD.

19. The hirer is responsible for ensuring that information entered onto the booking form is accurate.
20. The hirer is responsible for ensuring that all attendees to the event are made aware of the safety and fire and evacuation procedures (attached).
21. The hirer must ensure that no person takes food, drink or other materials outside of the main function room, either onto the outside balcony or into the communal entrance corridors/stairway.
22. The hirer is responsible for the health and safety of the event and for those attending.
23. The facilities shall not be used for any purpose other than that specified on the booking form.
24. The right to use the facilities is not transferable.
25. The organisers shall not sell anything in the hired premises or charge admission fees without prior written permission from Douglas Borough Council.
26. The hirer is liable for any costs associated with any damage to the room, including any additional cleaning costs and any Douglas Borough Council loss of income following damage.
27. The hirer must ensure they have first aid procedures in place for their event.
28. The Council must, approve all equipment used by the hirer, including any electrical. Any equipment used must be specified on the booking form.
29. The Noble's Park Pavilion is a no smoking or vaping facility, this includes the balcony and all internal porch areas.
30. Parking must be in authorised areas only, do not obstruct emergency or disabled access.
31. The organisers shall not place or attach any notice or sign to the building, either internal or external, without first obtaining written permission from Douglas Borough Council.
32. The hirer shall, at the expiration of the time specified and agreed on the booking form, vacate the facilities promptly and leave the room in a clean and orderly condition.
33. The following terms relate to the use of any recording equipment and its output, photography video and sound: -
 - It should be made clear at the time of booking if any recording for live or retrospective broadcast is planned.
 - Any commercial activity in relation to the venue or surrounding areas should be discussed with Council at the time of booking.
 - A written record of any commercial recordings should be made and sent to the Council post event for our records. This should include Date, Time, purpose and distribution details i.e. Social Media, Television, Radio etc.
 - Any use of personal recordings are permitted, however the permission of any other individual(s) included in the recording should be sought as a matter of courtesy. Any recordings of children (age 16 and below) are not permitted unless explicit consent is given by the child's parent or guardian.
34. No gambling, including sweepstakes, raffles or other form of lottery shall be promoted, conducted or held on the premises.
35. The Council shall not be held responsible or liable for any damage or loss of any property on site.
36. The right of entry to the premises is reserved to the Council's staff, any authorised contractors and any Police Officer at any time during the hire period.
37. In the event of a breach of any of the Hire terms and conditions, the Council reserves the right to cancel all or any future bookings.

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest Fire Alarm call point.
2. Call the Fire Service on 999 to confirm the automatic alarm call.
3. Exit the building using the shortest route.

ON HEARING THE FIRE ALARM

4. Exit immediately - Do not stop to collect personal belongings.
5. Use the nearest available exit.
6. Use the stairs – NOT THE LIFT.
7. Occupants should congregate at the designated Assembly Point.
8. Fire Assembly Point is **THE BANDSTAND**.

Do not re-enter the building until it has been deemed safe to do so by the Fire Service

Telephone Call Procedure in Case of Fire

1. DIAL 999.
2. WHEN THE OPERATOR ANSWERS, ASK FOR FIRE BRIGADE.
3. WHEN THE FIRE BRIGADE REPLIES, GIVE THE CALL DISTINCTLY **"FIRE AT:**

**NOBLE'S PARK COMMUNITY ROOM
NOBLE'S PARK
ST NINIANS ROAD, DOUGLAS
IM2 4BD**

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE.

CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE.

Douglas Borough Council will use your personal data provided on this form together with other information we may obtain from you or about you in accordance with the Data Protection Act 2002 for the purposes of advertising, marketing & public relations and parish, village and town commissioners. By completing and submitting this form, you consent to our processing information about you. You further consent to the Council disclosing your information to, or exchanging your information with, other departments within the Council, third parties or agents such as contractors working on the Council's behalf and elected members of the Council.

Please tick here if you would prefer not to receive information from the Council about Noble's Park in future years.