

**Lezayre Parish Commissioners
Boardroom Booking Form**

Before filling out the form please confirm availability with the Clerk (890183)

Name of Organisation

Nature of Event

Contact Name

Address

Contact phone no / email

Number of Attendees

Date(s)	AM(9.00-12.30)	PM(1.00-5.00)	Evening (From 6.00pm)

The key to the Boardroom can be obtained from the Clerk. Please call 890183 to arrange collection

Rates: £12.50 per session. If 6 or more sessions are booked the price per session will be £10.50'

Total cost enclosed

Please make cheques payable to 'Lezayre Parish Commissioners' and return this form to **The Clerk, Commissioners Offices, Community Hall, Clenagh Road, Sulby, Lezayre.**

Full payment must accompany this booking form

I have read, understood and agree to abide by the terms and conditions on page 2 of this booking form.

Signed

.....
Commissioner's use only

Receipt no..... Date issued.....

TERMS AND CONDITIONS RELATING TO BOOKINGS FOR COMMUNITY HALL, CLENAGH ROAD, SULBY.

1. In the event of a FIRE or suspected Fire the designated official shall ensure that the fire brigade are called by dialling 999 and report the location of the building as "The Community Hall, Clenagh Road, Sulby".
2. The designated official shall ensure that all persons are safely evacuated from the building. A head count should be taken on completion of evacuation and details passed to the Fire Officer on arrival of the emergency services.
3. Re-entry into the building is strictly forbidden without the consent of the Fire Officer.
4. The person making the booking (hereafter known as the designated official) is responsible for ensuring the safety of all persons using the hall. They must make themselves aware of the number of people who are in the hall at any given time.
5. Under no circumstances whatsoever shall the number of occupants in the Board Room exceed **20**.
6. The designated official shall ensure that they are familiar with all fire safety precautions and fire exits for the building. Arrangements for the evacuation of all those present including special arrangements for safe removal of disabled and infirm people from the hall must be communicated to all hall users at the start of any event.
7. Fire doors should remain closed at all times except for entering or exiting rooms and fire doors must not be propped open using fire extinguishers or any other object.
8. The hall holds a music and dance licence between the hours of 10 a.m. and 11 p.m. with the condition that "there is no excessive noise". The designated official shall ensure that this is abided by. Failure to do so could result in prosecution. Please ensure that activities do not disturb neighbours.
9. **The hall is not licensed for the sale of alcoholic liquor.** Liquor shall not be consumed on the premises
10. In no way, shape or form can the Commissioners be held responsible for any loss, damage or injury incurred by persons when using the hall or associated car park. The designated official shall arrange for personal liability insurance as required for their event.
11. Please leave the hall in a clean and tidy condition and leave boiler and radiator settings as found.
12. All bookings must be made by a responsible adult aged 18 or over.
All damages must be reported to the Clerk or Caretaker