

# Lezayre Parish Commissioners Community Hall Booking Form

Before filling out the form please confirm availability with The Clerk or email:  
lezayrecom@manx.net

Name of Organisation

Nature of Event

Contact Name

Address

\_\_\_\_\_

Contact phone no / email

Number of Attendees

Use of stage lighting                      A charge of £10.00 per session should be added to  
your booking fee

Date(s)	AM(9.00-12.30)	PM(1.00-5.00)	Evening (6.00-12.00)	Overnight (midnight 8.30)

**The key to the Hall can be collected from the Clerk. Please call 890183 to arrange collection.**

**Rates: £32**per session for a single session / **£26** per session if more than **6** per year are booked. Please note that there are now 4 sessions to include overnight stays.

**Total cost enclosed £**

Please make cheques payable to 'Lezayre Parish Commissioners' and return this form to The Clerk, Commissioners Offices, Community Centre, Clenagh Road, Sulby. Tel: 890183

**Full payment must accompany this booking form.**

**I have read, understood and agree to abide by the terms and conditions on page 2 and 3 of this booking form.**

Signed \_\_\_\_\_

.....  
Commissioners 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 hall exceed **200**. Seating is available for approximately **130**.  
  
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. There is a chain outside the front of the hall that should be taken down at the start of each session, and put back up when leaving the hall.  
  
**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.
6. 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.
7. **The hall is not licensed for the sale of alcoholic liquor.** Liquor shall not be consumed on the premises.
8. **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.
9. The heating is set to cover the time of your booking. If you find it necessary to adjust the heating in the Hall, please adjust the controls on the radiators. At the end of your session, please return the radiators to setting 3.
10. Please leave the hall in a clean and tidy condition. **Please note.** If the hall is found to be left in an unsatisfactory condition, the Commissioners will levy a charge to the hirer of £25.00 for cleaning.
11. A checklist is attached to this booking form. Please ensure that before leaving the building, all items are checked. This will help us to ensure the smooth running of the hall, which benefits many people in the community.
12. All bookings must be made by a responsible adult aged 18 or over.

**All damages must be reported to the Clerk or Caretaker**

## **Check list**

### **Hall**

All fire doors are closed (3 in main hall) (one in store room)

All windows are closed

Floor is swept

Radiators returned to 3 setting

All light and sockets are switched off

### **Kitchen**

Kitchen left clean and tidy

All windows are closed

Floor swept

All light and sockets are switched off

### **Toilets**

Check all toilets are flushed

Toilet areas are tidy

Lights off

### **Outside**

Check that the chain outside at the front of the hall has been put back up.

**LOCK MAIN FRONT DOOR AND DEPOSIT KEY IN LETTER BOX TO LEFT OF DOOR**