



Braddan Parish Commissioners - Hire of Boardroom – Booking Form

Please check availability of the boardroom with the Commissioners' Office before
Completing the form on 852808 or braddan@braddan.im

Name of organisation/
individual: _____

Nature of event: _____

Contact name: _____

Address: _____

Contact phone no.: _____

Contact email: _____

Number of attendees: _____

	From	To	£ Weekdays	£ Weekends	£ Extra Hours
Session 1	09:00	12:00	22.50	27.50	5.00
Session 2	12:00	15:00	22.50	27.50	5.00
Session 3	15:00	18:00	32.50	37.50	5.00
Session 4	18:00	21:00	32.50	37.50	5.00

Regular users of the boardroom may be entitled to a discount at the discretion of the Commissioners.
Please contact the office for further details.

Date and session/s required: _____

Full payment must accompany this booking form.

Please make cheques payable to "Braddan Parish Commissioners": Total cost enclosed £ _____

YOU MUST COLLECT A KEY TO THE OFFICE BEFORE YOUR BOOKING AS THE COMMISSIONERS' OFFICE IS NOT OPEN AT WEEKENDS OR AFTER 5PM ON WEEKDAYS.

WE WILL NOT BE ABLE TO ARRANGE ACCESS TO THE BOARDROOM OUTSIDE WORKING HOURS IF YOU HAVE NOT COLLECTED A KEY.

PLEASE CALL 852808 TO ARRANGE COLLECTION.

I have read, understood and agree to abide by the terms and conditions on the attached sheet.

Signed _____ Date _____

Office use only:

Copy of booking form + terms & conditions given to boardroom user Signed _____ Date _____

Key to office given to boardroom user Signed _____ Date _____

Key returned Signed _____ Date _____

Hire of Boardroom - Terms & Conditions of Hire

1. The person making the booking (hereafter known as the “designated official”) is responsible for ensuring the safety of all persons using the boardroom. They must make themselves aware of the number of people in the boardroom at any given time.
2. 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 “Commissioners’ Office, Close Corran, Union Mills”.
3. 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.
4. Re-entry into the building is strictly forbidden without the consent of the fire officer.
5. 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 boardroom must be communicated to all boardroom users at the start of any event.
6. **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.
7. **Smoking is not permitted on the premises.**
8. The boardroom is hired on the condition that there is **no excessive noise**. The designated official shall ensure that this is abided by. Please ensure that activities do not disturb neighbouring properties.
9. **The boardroom is not licensed for the sale of alcohol.** Alcohol shall not be consumed on the premises without prior notification to the Clerk at the time the booking is made. **Please make a separate request in writing to the Clerk.**
10. **The Commissioners cannot be held liable for any loss, damage or injury incurred by persons when using the boardroom or associated car park.** The designated official shall arrange for personal liability insurance as required for their event.
11. Please leave the boardroom and kitchen (if required) in a clean and tidy condition. If the boardroom or kitchen is left in an unsatisfactory condition, the Commissioners will charge an additional £15.00 to the designated official for cleaning.
12. **Any breakage, damage or problem must be reported to the Commissioners’ Office the next working day. If there is an emergency that cannot wait, the Commissioners have an out of hours telephone number: 483003.**
13. All breakages and damage must be paid for by the designated official.
14. Any accident must be recorded in the Accident Book which is located on a window cill in the boardroom.
15. A checklist is attached to this booking form. Please ensure that before leaving the building all items are checked.
16. All bookings must be made by a responsible adult aged 18 or over.

Checklist

1. Boardroom

- Chairs and tables left where they were found
- Left clean and tidy
- All fire doors are closed
- All windows closed
- All lights switched off

2. Kitchen

- Kitchen left clean and tidy
- All windows closed
- Light switched off

3. Toilets

- Check all toilets are flushed
- Toilets are left clean and tidy
- Light switched off

Lock front door, drop key into the letter box to the right of steps at the Commissioners' Office, or return it in person the next working day.