

MEMORIAL HALL & PORT SODERICK RECREATION HALL

TERMS & CONDITIONS OF HIRE

PLEASE NOTE BOTH THE MEMORIAL HALL AND PORT SODERICK HALL ARE NO SMOKING & NO ALCOHOL VENUES

1. Once the booking has been requested by the hirer (person or organisation) who is named upon the booking request form, it is deemed that they accept the Terms and Conditions of Hire as stated in this document. Commercial party organisers, caterers, and hirers of specialist equipment should also be made aware of these conditions. Additional copies of the Terms & Conditions of Hire can be made available upon request.
2. You must be 18 years or over to request a booking. Booking requests will be held for up to 7 days following the date of request. Payment must be received by Braddan Parish Commissioners and cleared within this period to confirm the booking. Where payment has not been received or cleared within this period the booking will no longer be guaranteed and may be lost without further notification to the hirer. Once the payment has been received the booking will be confirmed and an email confirmation will be sent to the hirer.
3. Payment of the hire charge must be made by the hirer to Braddan Parish Commissioners without further demand. Please ensure you quote your 'Customer Name' and 'Booking Name' as entered when making the booking request.

Payment can also be made in person at the Commissioners' Office by card, cheque or cash, or via bank transfer (bank details are below).

Regular hirers can be invoiced on a monthly basis following credit approval, and settlement should be within 30 days from the date of the invoice. Payment by BACS transfer is preferred, and can be sent to the following bank details quoting your invoice number as the reference.

Account Name: Braddan Parish Commissioners Sort Code: 55-91-00 Account Number: 10714340

4. Access to the halls hired is strictly limited to the period booked and the period should not be extended without prior written permission. Any extension of the hired period may be subject to additional charges. The hire charges shown are payable for each full or part hour requested and reductions are not made should the whole period booked not be used in full. Any preparation or clearing away for the purpose of the hire should be completed within the period booked. Hirers found to be exploiting these conditions may be refused future bookings.
5. Once the booking has been confirmed, any cancellations or amendments need to be made in writing to Braddan Parish Commissioners and cannot be made through our online booking facilities. Cancellation requests made less than 14 days before the booking date will be subject to a cancellation fee equivalent to 25% of the hire charge. There will be no refund given for cancellations made less than 24 hours before the booking. There is no cancellation fee for cancellations made more than 14 days in advance of the booking date.
6. The following is not permitted in either hall or grounds:
 - No games of chance or betting;
 - No sale or consumption of alcoholic liquor;
 - No smoking.

7. Hirers must comply with the limits imposed by the Fire Certificate relating to the maximum number of people permitted in each room at any one time as follows:

Memorial Hall: 60 Port Soderick Hall: 100

8. Hirers must comply with the 'Fire Routine' included at the end of these conditions. A copy of which is also displayed in each Hall.

9. Hirers must comply at all times with any instruction given by Braddan Parish Commissioners relating to the security, maintenance, good order and well-being of both Halls.

10. Braddan Parish Commissioners reserve the right to cancel or amend a booking, or offer an alternative booking, where either Hall is required by the Authority for any reason. At least 14 days' notice prior to the booking date would be given for any cancellations or amendments to the original booking.

11. Braddan Parish Commissioners reserve the right to refuse to hire either Hall or cancel any booking(s) without prior notice where such use could be detrimental to, but not limited to, the fabric of the building or its fixtures, fittings or contents, or be contrary to the principles of use for which either Hall is intended. Braddan Parish Commissioners also reserve the right to cancel future bookings of regular hirers where payment of bookings is not received within the terms outlined in section 3 of this document or where any hirer fails to comply with the terms and conditions outlined in this document.

12. The hirer shall not do, nor permit to be done on the premises or within the boundaries (including the car park, paths and surrounding areas) anything which may invalidate the insurance of the premises or may cause a nuisance or annoyance to the general public or occupiers of surrounding properties.

13. The hirer shall be held responsible for any damage to the building, and/or any damage or loss of fixture, fittings and contents occurring during the period of hire. It is the responsibility of the hirer to ensure the building is properly secured and locked upon leaving the premises and that all interior doors and windows are closed. Failure to do so could result in any additional costs incurred to secure the building being charged to the hirer and any future bookings being declined.

14. The keys must be obtained from the main reception at the Commissioners' Office and signed for by the hirer or their representative by 16:30 on the day of hire unless otherwise agreed. Where the booking is on a weekend or public bank holiday the keys must be collected before 16:30 on the last working day prior to the booking. Keys must be returned to the Commissioners' Office the next working day following the booking. Failure to collect the keys may result in the loss of your booking. Please note that you may incur an additional charge for any keys which are lost or not returned following the booking.

15. It is the responsibility of the hirer to ensure that any electrical appliances used, including all lighting and provided facilities, are switched off upon leaving the premises. Any furniture or equipment used is to be cleaned and returned at the end of each booking, and any litter should be placed in the bins provided. The hirer will be held responsible for the cleaning of all equipment used during the period of hire, including the cleaning of the floor and rooms of any rubbish resulting from the booking. Any additional costs incurred in the cleaning of the hall will be charged to the hirer and future bookings may be refused. Any perishable items should be removed from the premises and disposed of appropriately and any excess waste larger than the capacity of the bins provided should be disposed of by the hirer at their local amenity site.

16. Braddan Parish Commissioners do not accept any liability whatsoever for any personal injury or death of any person arising out of, or caused by the carrying out of any sport or activity of any description on any part of the premises or within the curtilage of the premises, including the car park, paths and surrounding area.

17. Braddan Parish Commissioners accept no responsibility whatsoever for loss of, or damage to, any personal belongings, money, or articles of any description belonging to the hirer or any person attending either

the Memorial Hall or Port Soderick Hall. No liability is accepted for any personal items or goods left on the premises.

18. Please do not leave any items of equipment in the container at the rear of the Memorial Hall without prior permission of the Commissioners.

19. It is the responsibility of the hirer to ensure that any insurance and/or licences required to fulfil the purpose of the hire is obtained prior to booking, and any First Aid requirements are to be arranged by the hirer.

20. Braddan Parish Commissioners reserve the right to amend these Terms and Conditions of Hire without prior notice. These Terms & Conditions of Hire are effective from 14 March 2022.

FIRE ROUTINE

**PLEASE READ THIS DOCUMENT CAREFULLY
YOUR LIFE AND THE LIVES OF OTHERS MAY DEPEND ON IT
MAKE YOURSELF FAMILIAR WITH THE EXIT POINTS AND FIRE ALARM CALL
POINTS UPON ENTRY OF THE BUILDING**

IF YOU DISCOVER A FIRE

- **RAISE THE ALARM** by breaking the glass of the nearest fire alarm call point
Alarms are situated in each of the rooms and by the main entrance doors.
- **CALL 999 AND ASK FOR THE FIRE BRIGADE.** Give the location as: ***The Memorial Hall, Main Road, Union Mills, Braddan***
- **DO NOT TAKE ANY RISKS**, and do not attempt to tackle the fire yourself
- **CLOSE ANY DOORS** around the fire if safe to do so, and close all other doors on your way out
- **LEAVE THE BUILDING** by the nearest exit and report to the **ASSEMBLY POINT** in the **CAR PARK**

IF YOU HEAR THE FIRE ALARM

LEAVE THE BUILDING by the nearest available exit, closing all doors behind you, and report to the **ASSEMBLY POINT** in the **SPAR SHOP CAR PARK**

- **DO NOT RUN**
- **DO NOT STOP** to collect your belongings
- **DO NOT ENTER** the building again until the Fire Officer says it is safe to do so

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- **CALL 999 AND ASK FOR THE FIRE BRIGADE.** Give the location as: ***Port Soderick Recreation Hall, Old Castletown Road, Braddan***
- **DO NOT TAKE ANY RISKS**, and do not attempt to tackle the fire yourself
- **CLOSE ANY DOORS** around the fire if safe to do so, and close all other doors on your way out
- **LEAVE THE BUILDING** by the nearest exit and report to the **ASSEMBLY POINT** in the **CAR PARK**

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