

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. All charges will be subject to VAT.

Payment in full must be made at least 5 working days prior to your event.

Signature

Date

Return to: Douglas Borough Council, Parks Department, Ballaughton Nursery, Douglas, IM2 1JJ

Conditions of Hire

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 in writing, on the official booking form.
4. Completed forms must be received not less than 10 working days in advance of the required date; bookings cannot be taken in excess of 6 months prior to the required date.
5. The room will only be available for hire between the hours of 9 AM and 11:30 PM, the room should be vacated /cleared within 30 minutes of the end of the booking period.
6. Access problems please contact 270115, this number is also displayed on the Community Room sign by the exterior door entrance.
7. An acknowledgement will be issued within 7 working days, subject to the availability of the facility.
8. Payment will be on invoice.
9. Costs will be as agreed based on the pricing structure as published by Douglas Borough Council
10. All bookings within the hire period will be required to be paid for.
11. No refunds or credits will be issued for cancellation by the hirer.
12. The Council reserves the right to cancel any booking within the hire period, a credit will be issued in this instance.
13. An application shall not be deemed to have been accepted by the Council until the booking form has been received by the Council and written acknowledgement (or e mail) has been sent back to the hirer.
14. 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.
15. Should the hirer wish to make an application for an alcohol licence, the hirer must in the first instance make an application in writing to:

The Chief Executive,
 Douglas Borough Council,
 Town Hall.
 Ridgeway Street,
 Douglas.

to seek consent – prior to any licence being sought through the courts

16. The hirer is responsible for ensuring any relevant or required information on the booking form is provided to the Council.
17. As hirer, you have the responsibility to ensure that all attendees to your event are made aware of the safety, fire and evacuation procedures (attached).
18. As hirer, you are responsible to 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.
19. As hirer, you are responsible for management of health and safety of your event and any consequences arising from your actions.
20. The facilities shall not be used for any purpose other than that specified on the booking form.
21. The right to use the facilities is not transferable.
22. The organisers shall not sell anything in the hired premises or charge admission fees without prior permission from the Council.
23. The hirer agrees to pay the Council on demand, the cost of repairing or making good any loss or damage (fair wear and tear accepted) arising from or incidental to the hiring.
24. It will be the responsibility of the hirer to ensure appropriate levels of first aid provision for the event is provided.
25. The Council must, first approve all equipment used by the hirer.
26. The Noble's Park Pavilion and its environs is a no smoking facility, this includes the balcony and porch areas
27. Parking must be in authorised areas only, do not obstruct emergency or disabled access.
28. All accidents/incidents must be reported to the member of staff on duty immediately, where a form will be required to be completed.
29. The organisers shall not place or attach any notice or sign to the building, without first obtaining the permission of the Council.
30. The organisers shall, at the expiration of the time specified in the hiring, vacate the facilities promptly and leave the same in a clean and orderly condition.
31. All usage of camera equipment must be notified to the Council management prior to use.
32. Photographs for professional use and publication thereof must not be taken without prior permission of the management and individuals concerned.
33. It is the responsibility of the hirer to keep a record of all video/camera use during the event.
34. No organisers may grant broadcasting (sound or television) or film rights without the prior consent of the Council. If such consent be given, the Council reserve the right to take part in any negotiations, to be a party to the terms and conditions of any agreement reached, and to share in any income and publicity derived therefrom.
35. No sweepstakes, raffles or other form of lottery shall be promoted, conducted or held on the premises.
36. The Council shall not be held responsible or liable for any damage or loss of any property on site.
37. 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 hiring.
38. In the event of a breach of any of the Rules, Regulations and Conditions, the Council reserves the right to cancel all or any further bookings.

Telephone Call Procedure In Case Of Fire

- (1) Lift Receiver And Dial 999.
- (2) When The Operator Answers, Give This Number And Ask For Fire Brigade.
- (3) When The Fire Brigade Replies, Give The Call Distinctly "Fire At:

**Community Facilities Centre
Nobles Park
Douglas**

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.

Notice to Members of the Public

EMERGENCY EVACUATION PROCEDURE

The sounding of the Fire Alarm in this building indicates an emergency which requires that the building be evacuated as soon as possible

As a member of the public, you are asked to co-operate by leaving the building in a quick and orderly manner by nearest available exit, Disabled persons will be directed and assisted by a member of staff.

DO NOT run or push

DO NOT re-enter the building until officially told to do so.

Proceed in an orderly manner to the assembly point which is: —

The Bandstand

NOTE

This notice should be set in 12.5 mm bold black print with the headings highlighted in red on a white card.

The notices should be posted throughout the public areas for the building

FIRE PRECAUTIONS ACT 1975

Certain requirements are imposed in this Schedule which also provides where appropriate that the person or persons specified in the third column shall be responsible for any contravention of the corresponding requirement either instead of or in addition to the occupier of the premises as indicated. Only those items numbered together with the corresponding requirements are applicable to this certificate.

Number	Item	Requirement	Person Responsible
1	SPECIFIED MEANS OF ESCAPE	All the means specified on the plans and in Schedule 1 shall be properly maintained and kept free from obstruction and all means of escape in case of fire shall be kept free from combustible storage	OCCUPIER
2	SELF-CLOSING DOORS	Doors fitted with SELF CLOSING DEVICES specified on the plans, other than those specified as being fitted with AUTOMATIC RELEASES shall be maintained self closing at all times and shall not be provided with any means of keeping them in an open position.	OCCUPIER
3	AUTOMATIC RELEASES	Doors fitted with SELF CLOSING DEVICES and AUTOMATIC RELEASES specified on the plans shall not be provided with any means of keeping them in the open position other than AUTOMATIC RELEASES.	OCCUPIER
4 *	DOORS NOT TO BE LOCKED OR FASTENED	ALL doors specified on the plans through which a person may have to pass shall not be locked or fastened so that they cannot be easily and immediately opened by persons leaving the premises	OCCUPIER
5 N/A	EXITS TO ADJOINING PREMISES	The exits specified on the plans which give access to the adjoining premises namely:- shall be maintained freely available at all times for exit purposes and shall be kept free from obstruction within the said premises.	N/A

Number	Item	Requirement	Person Responsible
6	EXPLOSIVE OR HIGHLY FLAMMABLE MATERIALS	Explosive or highly flammable materials of the nature and quantity set down in this Schedule are accepted as being the maximum quantity allowed for materials of that kind and that the stated quantity is used in accordance with the conditions laid down on the Appendices hereto., Nature and quantity of materials to which the above requirement relates: NONE PERMITTED	OCCUPIER
7	STAIR STEPS AND STAIR COVERING	All stairs and steps comprising parts of the means of escape in case of fire specified on the plans shall be maintained with non—slippery and even surfaces, and stair coverings shall be secured and maintained so that they will not in any way be a source of danger to persons escaping in case of fire.	OCCUPIER
8	BUILDING WORKS	Maintenance of the structure or any building works, shall not be carried out in such a manner as may obstruct the means of escape from the premises	OCCUPIER
9	HANDICAPPED PERSONS	On those occasions when disabled or handicapped persons are present on the premises such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises safely in the event of fire.	OCCUPIER
10	FIRE RESISTANCE OF FLOORS, WALLS AND CEILINGS	Floors, walls and ceilings shall be kept in satisfactory state of repair so as to maintain any specified period of fire resistance	OCCUPIER
11	SURFACE SPREAD OF FLAME	Any proposed set change to the surface finishes of walls, partitions and ceilings from those specified in Schedule No.1 which would have the effect of increasing the rate of surface spread of flame must be notified to the Fire Authority	OCCUPIER
12	FIRE RESISTANCE OF DOORS	Any proposed change in the construction of fire resisting doors specified on the plans must be notified to the Fire Authority.	OCCUPIER

Number	Item	Requirement	Person Responsible
13	EQUIPMENT TESTING AND MAINTENANCE	<p>All fire equipment specified on the plans shall be maintained in efficient working order.</p> <p>(ii) Portable fire extinguishers shall be examined at least once in every period of 12 months and tested by a competent people. The date of such test shall be clearly marked on the extinguisher on stout tabs attached thereto. The test should be in accordance with British Standard EN3 or as amended.</p> <p>(ii) Hosereels shall be tested at least once in every period of 12 months to ensure that they are in good working order and will produce a jet of water sufficient for firefighting purposes</p>	OCCUPIER
14	LOG BOOK	<p>A log Book shall be kept in which there shall be recorded details of tests examinations and fire drill instructions The Log Book must be readily available for inspection at all times.</p>	OCCUPIER
15	FIRE ALARM TESTING AND MAINTENANCE	<p>The fire alarm specified in Schedule No.1 and as detailed in appendix No.2 to that Schedule and on the plans shall be maintained in efficient working order and shall be tested weekly from a different source on every successive test to ensure that they operate satisfactorily and that doors fitted with electro—magnetic releases are operating efficiently and are effectively closing. The system shall be tested by a registered electrician at regular intervals not exceeding once in every period of twelve months The results of all such tests shall be recorded in the Log Book</p>	OCCUPIER
16	EMERGENCY LIGHTING AND MAINTENANCE	<p>The emergency lighting specified in Schedule No.1 as detailed in Appendix No. 3 to that Schedule and on the plans shall be maintained in effective working order and always available for use. The emergency lighting shall be tested by operation monthly and the system including the batteries and/or generator shall be tested by a registered electrician at regular intervals not exceeding once in every period of 6 months unless incorporated in with the fire alarm system and the results of all tests shall be recorded in the Log Book.</p>	OCCUPIER

Number	Item	Requirement	Person Responsible
17	FIRE INSTRUCTION AND DRILLS	<p>(i) Written information in the form of notices similarly detailed as shown in appendices No. 4, 5 and 6 to Schedule No. 1 about the action to be taken in the event of fire shall be made readily available to guests and staff</p> <p>(ii) All members of the staff shall receive instructions and training appropriate to their responsibilities in the event of an emergency. It shall be based on the written instructions as detailed in the appropriate appendix to Schedule No 1 . Exercises for the staff only shall be carried out at regular intervals to ensure the smooth operation of the procedure for dealing with an emergency. The training of staff shall provide for the following.</p> <p>(a) All members of staff shall each receive a personal copy of the written instructions and initially should be given two periods of at least half an hour of verbal instruction by a COMPETENT PERSON. Such instruction shall include details of how to call the Fire Brigade. These two periods should be given within one month. In the case of newly engaged staff as soon as possible after appointment.</p> <p>(b) After the initial instruction in (a) above all staff should receive verbal instruction by a COMPETENT PERSON once every 3 months: if the premises are used for seasonal purposes only once at the beginning of that season and not less than one during that season.</p> <p>(c) Exercises for the staff should be carried out once in every period of 3 months; these may be combined with the instruction to be given in (b) above. In small premises where not more than 4 staff are available, the exercise could take the form of a walk over the premises checking escape routes, fire doors, the positions of fire alarm call points and fire extinguishers In larger premises the exercise should include a simulated evacuation drill. In order not to alarm the guests. The exercise should be started by a pre-determined signal (other than the fire alarm).</p> <p>(d) One person shall be nominated to be responsible for staff training. In small premises this will be the proprietor. Effective arrangements shall be made or a nominated deputy or deputies to carry out these duties.</p>	<p>OCCUPIER</p> <p>OCCUPIER</p> <p>OCCUPIER</p> <p>OCCUPIER</p> <p>OCCUPIER</p>

Number	Item	Requirement	Person Responsible
		(e) A record of the training and instruction given and exercises held shall be entered in the Log Book and shall include the following matters: (i) Date of the instruction of exercise. (ii) Name of the person giving the instruction (iii) Names of the persons receiving the instructions. (iv) Nature of the instruction or exercise.	OCCUPIER
18	MAXIMUM PERMITTED NUMBERS	The maximum number of persons permitted to use- 1ST FLOOR FUNCTION ROOM – 100 PERSONS	OCCUPIER
19	NOTICES	The notices specified on the plans shall be maintained legible and un-obstructed in their allotted positions.	OCCUPIER
20	PROTECTION AGAINST INCLEMENT WEATHER	The protection against inclement weather which is provided for the staircases shown on the plans shall be maintained in sound structural condition at all times	N/A

(*) An asterisk alongside any item in this Schedule indicates that there is a condition imposed