

Laxey Workingmen's Institute

CHARGES & CONDITIONS FOR HIRE OF PREMISES

Effective from 1st November 2014

Hourly rate per room (including heating) **£15.00**

OR Session times & rates

Morning.	(9am - 1pm)	£35.00
Afternoon.	(1pm - 5pm)	£35.00
Evening.	(5pm - 9pm)	£35.00
Full Evening	(5pm - 11pm)	£50.00
Full Day.	(9am - 11pm)	£100.00
Performance inc. tech support	(5pm - 11pm)	£100.00

Please contact us if you require bookings outside these session times

When calculating cost setting up and cleaning times need to be included.

Discount is offered to charities.

For private parties a £100 refundable deposit is required on top of the booking cost.

GENERAL RULES

- **Your hire charge does NOT include a cleaner. Please leave your area clean & tidy, with furniture put away, cleaning equipment is provided.**
- **The named person is responsible for the behaviour of people attending the event both inside & outside the building (where the neighbours can be affected).**
- **If hiring for an evening event please ensure all persons leave quickly and quietly to avoid disturbance.**
- **The Institute is a non licenced building if the hirer wishes to bring alcohol on to the premises it must be discussed with the management committee prior to booking.**
- **No alcohol is permitted to be sold unless the hirer applies for their own "occasional licence"**
- **It is a no smoking building, if a smoking area is required please use the back courtyard rather than the front entrance.**
- **Notice of two weeks is required by either party to terminate a regular booking.**
- **Failure to use the hall when booked may still incur the full charge.**
- **A lost key could incur a charge of up to £150.00**
- **No signage or posters may be affixed inside or outside the building without the written permission of the Institute.**
- **No sellotape or pins to be used on the walls or woodwork**

USE OF THE KITCHEN

The use of the kitchen is included in any of the above sessions, and no reduction in charges will be made for non use of the kitchen. You will however, need to indicate on your booking form if you intend to use the kitchen.

1. You MUST bring your own tea towels.
2. You MUST leave kitchen clean & tidy, and report any breakages or faults.
3. Kettle, hot water boiler & some crockery are provided, you must bring your own tea/coffee
4. Additional crockery and cutlery is available to hire upon request

Fire regulation requirements

- **Each Room Maximum seated 100 persons**
- **Maximum persons in both rooms 175 persons**
- **Rows of chairs must be linked**
- **ALL EXITS must be kept clear**

IMPORTANT NOTICE

Please be advised, that when hiring The Institute you are required as part of this hire agreement to ensure that all statutory regulations and laws, as they affect any use of the hall are put to whilst the hall is under your control and are fully complied with. You are further advised that NO food should be sold from the premises, unless there is full compliance with the following Manx legislation: The Food Act 1996; The Food Hygiene General Regulations 1978 and the Health and Safety Act 1974. Failure to comply could lead to prosecution.

Advice can be sought from the Environmental Health Department – Tel 685894

**ALL HALL FACILITIES MUST BE KEPT CLEAN AND TIDY
YOUR CO-OPERATION WILL BE MUCH APPRECIATED.**

**FAILURE TO LEAVE THE HALL CLEAN AND TIDY WILL
RESULT IN A SURCHARGE OF £75.00 BEING MADE**

NOTE: As the Institute is a multi use building, regular bookings could periodically be disrupted or re scheduled to accommodate art related exhibitions or shows etc. As much notice as possible will be given on such occasions.