



# Ramsey Town Commissioners

## Town Hall Facilities - Hire Policy

### Introduction

The Ramsey Town Commissioners have a policy of seeking to encourage the use of the facilities at the Town Hall by community and special interest groups, and to allow the use of the facilities by commercial organisations for non-trading purposes [i.e. seminars, training etc]. Hire of the facilities will not be permitted for uses which conflict with the trading interests of local retailers and businesses.

The Town Hall, completed in 2002, is a modern facility which benefits from mechanical air circulation to all meeting rooms, and views into Parliament Square, the TT course and the hills from the Board Room. Facilities available include the meeting rooms together with food serving facilities in the form of a limited kitchen area suitable for caterers bringing food in. Tea and coffee making facilities are available, digital projector, screen, flip board and photocopying facilities can be provided in office hours by arrangement at the time of booking.

### Rooms available

The Town Hall has available the following areas:-

- **The Board Room**

Approximately 10m by 9.5m. (95m<sup>2</sup>) Conference tables can be arranged to serve either a Board Meeting or presentation. The room will comfortably accommodate 60 people seated, or up to a maximum of 80 people for a reception. The Board room overlooks Parliament Square with panoramic views of North Barrule and Albert Tower.

- **The Chairman's Room**

Approximately 5.5m by 4.5m. (25m<sup>2</sup>) The room has a conference table which can seat up to 12 people. It is separated from the main Board room by a moveable partition and is ideal for small formal meetings or to be used to house catering for buffet type entertainment in the main Board Room.

- **The Public Foyer**

Approximately 100m<sup>2</sup> with atrium, the area is ideally suited for displays and receptions. It forms the public access to the Town Hall and Library and uses

within office and library opening hours therefore must allow for access to the public counters and Library facilities.

In addition tea and coffee making facilities are available in the kitchen area; together with a limited kitchen facility which can be made available to external caterer's serving any function. Instant hot water is provided by use of a ZIP Boiler, care must be taken to ensure that this facility used in accordance with the instructions on it.

Toilets are situated on the first floor with disabled toilets secured by a RADAR key on the ground floor; both floors are accessible via lift and stairs.

The Town Hall is licensed to hold up to 100 visitors under its Theatre Certificate.

## **Bookings**

Bookings and enquiries should be addressed to the Town Clerk's Secretary, telephone [01624] 810100, or by email to enquiries@rtc.gov.im. All bookings are required to be made by completion of a booking form, and confirmation of acceptance of bookings will be provided.

## **Safety**

In order to ensure the safety of persons attending functions at the Town Hall, the Commission requires each booking to have identified a nominated person who will be responsible for the security of the premises and safety of persons attending. The nominated person will be the person through whom access to the premises will be arranged. The nominated person will be expected to attend the Town Hall in advance of the event to be advised of the safety and security procedures to be followed during use of the premises.

Where the room is required to be laid out in advance of the booking the nominated person should advise the Town Hall in advance and provide a floor plan.

**Care must be taken when moving furniture with tables to be moved only by two or more persons and not being dragged across the floor so as to avoid damage to legs. Furniture must only be placed in a manner which would not hinder evacuation from the facility in the even of an emergency.**

The nominated person will be responsible, on behalf of the hirer, for ensuring appropriate control of persons entering the premises, and for ensuring that attendees are stewarded in the event of an emergency evacuation. In the event of evacuation the marshalling area for evacuees is at the far end of the car park at the rear of the Town Hall, which is where the Fire Service will

attend and should be met and advised of the evacuation procedure which has been completed.

The nominated person will also be responsible for ensuring the premises are vacated and secured following the booking, and for the return of any keys issued.

Keys should be collected from the Town Hall on the last working day before weekend hire, or during office hours on the day of evening hire. Keys must be returned on or before the next working day.

**Charges**

The charges for the use of the various facilities are detailed below and relate to a session or part session, i.e. 9.00 a.m. to 1.00 p.m., 1.00 p.m. to 5.00 p.m., 7.00 p.m. to 11 p.m.

<b>Facility</b>	<b>Commercial Hire</b>	<b>Community/Charity Use</b>
<i>Board Room</i>	£65.00	£25.00
<i>Chairman's Room</i>	£65.00	£25.00
<i>Foyer</i>	£65.00	£25.00

Charges **exclude VAT** which is charged in all cases.

Use of the foyer area during normal office hours for charitable purposes or for purposes consider to be in the interest of the community, may be permitted at reduced charge at the discretion of the Commissioners. Any requests for reduced charges should be addressed, in writing, to the Town Clerk.

**Damage**

Users are requested to treat the premises with respect. The Commission will apply an additional charge in the event of damage to or loss of property during the course of hire, or for instances where excessive cleaning is required following hire. Any charge imposed will reflect the cost to the Commissioners including that of repair or appropriate replacement of any item damaged.

**Emergency Contact**

The Commissioners out of hours emergency contact number is **497245**. This should be used in an emergency only, inappropriate or unnecessary call out will incur a charge.