

RAMSEY TOWN COMMISSIONERS TOWN HALL BOOKING FORM

Please note that a booking form is required for each and every booking

Name of Organisation	
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Event	
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Contact Name	
Address	
Contact Telephone No.	

Area(s) Required	
Atrium	
Board Room	
Chairman's Room	
Kitchen	

Number of Attendees	
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Users are advised to check the maximum occupancy levels when booking any of the above rooms.

Kitchen Facilities / Equipment Required	
Cups & Saucers – the white with red rim should be used	
Glasses	
Kitchen Equipment (Chopping Boards, etc.)	
Cutlery	
Vacuum Flasks	
Hot Water Boiler - this is a fixture and should not be switched off	
Refrigerator (large opposite hot water boiler) – Please note we reserve the right to dispose of any comestibles, unidentifiable as to ownership) left in the refrigerator, or elsewhere, within a reasonable time after the booking.	
Dishwasher: do not leave dirty dishes in the dish washer - if you fill it please use it Instructions are on the machine.	

Users are advised to check the availability of the above items. Please note that food and drink items are not normally provided by this Authority. No facilities exist to cook or heat food.

Date(s) Room Required	Start Time	Finish Time

Usual Daytime bookings Mornings from 9.00 a.m. to 12.00 p.m;
Afternoons from 1.30 p.m. to 4.30 p.m.. Evening bookings by arrangement.
Please allow and include time for setting up before and clearing away after your event.

SPECIAL REQUIREMENTS

- e.g. use of projection screen or flip chart etc. / Designated Car Parking Spaces

FURNITURE REQUIREMENTS

No. of Tables Required

No. of Chairs Required

Maximum of 10 tables are available (75cm x 150cm) with 44 chairs, however additional chairs can be provided upon request. Note tables hinged and are on wheels and have locking and brake mechanisms for safety. Some “Go-Pak” portable tables are available if required (two sizes).

ROOM OR AREA LAYOUT

Please provide a simple sketch plan of your requirements (some liaison with R.T.C. Caretaker may be required)

Please leave the room(s) as you find them. Please return any furniture **you move** to where you got. A vacuum cleaner is located in the kitchen area in cases where crumbs and other debris require hovering.

FIRE EVACUATION PROCEDURE

Please arrange for a designated official to contact a member of R.T.C. staff, prior to your event in order to be made aware of critical information regarding fire drill, security aspects and lighting.

ACCESS AND SECURITY

The Person making the booking will be responsible for collecting and returning the keys and for ensuring security of the premises in the case of Out of Office Hours / Evening Bookings – instructions will be given.

CAR PARKING

Limited car parking space is usually available at the Town Hall West Street Car Park. Users should be aware of restrictions applying during the day but should not in any circumstances use Disabled Car Parking Spaces unless the users hold disabled parking permits. Two designated car parking spaces can be reserved in the inner Car Park upon prior request.

Signed

Print Name

Date

PAYMENT DETAILS

- Check payment details when confirming booking. Fees are subject to V.A.T.
- Cheques must be made payable to ‘Ramsey Town Commissioners’.
- Please note that full payment must accompany this booking form unless otherwise agreed
- Booking forms submitted without payment may not be accepted.

Office Use Only

Payment Received

Receipt No.