



Ramsey Town Commissioners

Ramsey Courthouse Booking Form

Please note that a booking form is required for each booking

Name of Organisation	
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Event	
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Contact Name	
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Address	
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Contact Telephone No.	
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Area(s) Required	
Downstairs Hall	
Upstairs Hall	
External front of Courthouse	
Hire of small room for <u>STORAGE</u> only	

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	

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

Daytime bookings Mornings from 8:00 a.m. to 12:30 p.m;
Afternoons from 1:00 p.m. to 5.30 p.m. Evening 6:00 p.m. to 10:00 p.m.
Please allow time within your booking to cover setting up and clearing up.
All dishes used should be washed.
A vacuum cleaner is available.

SPECIAL REQUIREMENTS

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We have a limited number of tables and chairs for use in the Courthouse.

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 it and if you need it a vacuum cleaner is usually located in the kitchen area.

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.

TERMS AND CONDITIONS

Bookings are accepted on the basis of the terms detailed in the Courthouse –Hire Policy document which can viewed on the RTC Website or at the Town Hall.

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.
- We reserve the right to apply charges for bookings not honoured and to apply an additional charge if the premises are left in an unsatisfactory condition.

Office Use Only	
Payment Received	
Receipt No.	