



Ramsey Town Commissioners

Ramsey Courthouse - Hire Policy

Introduction

Ramsey Town Commissioners have introduced a policy for the use of the Courthouse during the period prior to any longer term tenancy agreement being agreed.

Facilities available include the main downstairs and upstairs halls (with limited tables, chairs and a basic kitchen facility). The external front of the Courthouse is also available for use. In addition there are some smaller rooms which can be hired on weekly basis for storage only.

Rooms available

The Courthouse has available the following areas:-

Main Hall – Downstairs

Approximately 12m by 7.7m(92m²). This room has a maximum capacity of 100.

Main Hall - Upstairs

Approximately 12m by 7.7m(92m²). This room has a maximum capacity of 100.

It should be noted that access to the upstairs rooms is via staircase. There are no lift facilities available.

Front Paved area

The area is ideally suited for displays and markets.

Small Storage Rooms

These are only to be used for storage purposes and the storage of hazardous or dangerous materials is not permitted.

Facilities

Basic kitchen facilities are available. Toilets are situated on the ground floor and first floor. A disabled toilet is located on the ground floor.

Parking is available in the public car parks in Market Place and Parsonage Road as well as on-street parking on the surrounding roads.

Limited parking may available at the rear of the Courthouse for those hiring the facilities.

Bookings

Bookings and enquiries should be addressed to the Town Hall by telephone 810100, or by email to enquiries@rtc.gov.im. All bookings are required to be made by completion of a booking form.

Safety

In order to ensure the safety of persons attending functions at the Courthouse, 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 Courthouse 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. If furniture is moved it should be replaced before vacating the premises. **Furniture must only be placed in a manner which would not hinder evacuation from the facility in the event 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 War Memorial, 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.

Vehicle movements at the front of the Courthouse should be restricted to an absolute minimum. Where it is necessary to drive a vehicle here it should be under the direction of a banksman and should be limited to one vehicle at a time.

Charges (Correct with effect from 1st May 2019)

The Main Hall Downstairs, Main Hall Upstairs and the front of the Courthouse

The charges for the use of these facilities are detailed below and relate to a session or part session, i.e. 8.00 a.m. to 12.30 p.m., 1.00 p.m. to 5:30 p.m., 6.00 p.m. to 10 p.m.

The Main Hall Downstairs, Main Hall Upstairs and the front of the Courthouse are charged at £30 per session per area. The daily rate for use of Main Hall Downstairs, Main Hall Upstairs and the front of the Courthouse is fixed at £80 per day.

There is no hire charge for those providing an exhibition or display which does not charge for entry, goods or services.

Small Storage Rooms

Small storage rooms are charged at £20 per week. These are only to be used for storage purposes and the storage of hazardous or dangerous materials is not permitted.

The above charges are **inclusive of VAT** which is charged in all cases. Charges are reviewed periodically.

Any requests for reduced charges should be addressed, in writing, to the Deputy 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. During office hours the contact number is **810100**.