



**Manx  
National  
Heritage**

*Eiraght Ashoonagh Vannin*

## Conference Venue *CONDITIONS OF HIRE*

BOOKING OFFICE and ENQUIRIES: 10am - 5pm, Monday to Friday.

### **A. GENERAL:**

- All Manx National Heritage properties are NO SMOKING areas. Hirers are required to ensure that their guests observe this regulation.
- Hirers must familiarise themselves with our 'Conditions of Hire' and 'Application Form' before making a booking.
- Hirers must only allow the authorised number of occupants per facility to use the premises.
- Hirers must not use or allow the use of the premises or any part of them for any of the following: activities which are dangerous, offensive, noxious, noisome, illegal or immoral, or which become a nuisance or annoyance to Manx National Heritage or any neighbouring property, or in any way damage the good name of Manx National Heritage, or which may cause damage to Museum exhibits.
- Hirers are responsible for clearing away all literature, debris, items of equipment etc and leaving the venue in a clean and tidy condition so as to cause no delay for the next user.
- **Telephone:** Hirers may use the public telephone at the Manx Museum and House of Manannan, both of which are 'Card Phones' - cards are available at our Heritage Shops between 10am-5pm. Main reception telephones are not for hirers or client use.
- **Castle Rushen:** Apart from specific areas hired, all other areas of the Castle including the grounds are out of bounds.

### **B. MAKING A BOOKING:**

- It is advisable to contact our Conference Bookings Officer prior to a proposed function to establish the availability of facilities and/or alternative dates and times. Booking office and enquiries open Monday to Friday, 10-5pm.
- A provisional booking will be held on file for a maximum period of 14 days, this allows time for hirers to complete an application form and send it to our Conference Bookings Officer along with payment.
- A booking is not confirmed until the hirer receives confirmation in writing from MNH which will be sent to hirers within a few days of receipt. However, should there be any query on the application form, telephone/written clearance will be required prior to acceptance.

### **C. PERIOD OF HIRE:**

- The period of hire shown on the application form must be strictly adhered to.
- Event organisers must allow for 'setting up' of their event and the 'clearing away' after the event within the hire period. Organisers will not be allowed into any property to set up their event prior to the actual booking times shown on the form.
- Evening functions should normally terminate no later than 10pm and properties must be vacated by all present by 10.15pm. Any overrun of this time will incur an additional charge at a premium rate to cover additional staff time plus inconvenience.
- Evening functions terminating later than 10pm may be possible by special arrangement which must be agreed at the time of the original booking.

### **D. YOUR ORGANISER'S RESPONSIBILITIES:**

- Hirers shall designate a person as Function Organiser. This official shall introduce himself/herself to the Conference Bookings Officer or his/her designated official at least 7 days prior to the function. The official shall be responsible for ensuring all procedures/requirements from MNH personnel are adhered to.
- The organiser shall sign in and out at reception and regulate admissions/departures to and from the chosen venue. They must be present prior to and for the duration of the function and must hold a list of attendees in case of fire alarms. See 'K' Health and Safety Regulations.

### **E. PAYING THE DEPOSIT:**

- Application forms must be accompanied by a non-refundable deposit representing 30% of the total cost of hire and facilities. In the case of bookings made within a four working week period of the actual event date, payment in full must accompany the application form.
- In the case of Government Departments, an official Order must accompany the application form.

### **F. PAYING THE BALANCE:**

- **Approved Accounts:** The balance due must be paid no later than 14 days prior to the event, no reminder will be sent. Should the balance not be received by the due date, then MNH reserve the right to cancel the booking; deposit will not be refunded.
- Bookings made within four weeks of the event must be paid in full with the Hire Application Form.
- **Government Departments:** In the case of Government Departments an invoice will be sent upon completion of the event.

### **G. CHANGING YOUR BOOKING:**

- MNH will always try to assist hirer with any changes requested, however, when changes of dates, times etc are requested within a four week period prior to the event an Administration Charge of £20 may be levied on the hirer.

### **H. CANCELLING YOUR BOOKING:**

- Cancellation of a booking or any section of the hire period must be received in writing from the person who signed the original application form. Cancellations will not be accepted by word of mouth or telephone instructions. Cancellation fees will be made as follows :
- Less than four weeks prior to the event - 100% of full hire fee
- Over four but less than twelve weeks - 50% of full hire fee
- Twelve weeks and more - 30% of full hire fee

### **I. STAFFING :**

- Manx National Heritage front of house staff are on duty for the purpose of the safety and security of the buildings and their artefacts.
- It is the responsibility of the event organiser to provide all necessary staff to ensure the smooth running of the event, including the setting up of displays, equipment, staffing reception tables, directing guests, cloakroom assistance and clearing away after the event to the satisfaction of the MNH senior attendant on duty. MNH staff are not to be used by event organisers to assist with any part of their event.

(continued overleaf)

#### **(STAFFING continued)**

- MNH Technical staff, whilst based at the Manx Museum are responsible for the maintenance and general upkeep of all our properties throughout the Island. Therefore if they are not aware of your requirements they may not be available on the day should you require them.

- MNH Technical Services ensure that all MNH owned equipment is in good condition. MNH cannot however, accept responsibility for damage to any property belonging to hirers, their servants, agents or invitees, or in their custody or for financial loss to the hirers as a result of equipment failure.

- Where MNH Technical Staff input/advice is required with the hirers presentation - it is the responsibility of the hirer to ensure MNH staff are fully briefed well in advance of the hirers requirements. This briefing must take place no later than 72 hours prior to the event. An appointment will be made with a senior technician via the Conference Bookings Officer and not direct with technicians. A one hour consultation is included in the hire charge.

#### **J. INDEMNITY AND INSURANCE:**

- Hirers must take good care of and not cause any damage to be done to MNH properties or to any fittings equipment goods exhibits or articles of any kind therein and save to the extent that MNH may be indemnified by insurance the Hirers must make good and pay for any such damage at full cost at the valuation of MNH caused by any act or neglect of the Hirers or anyone for whom the Hirer is responsible or anyone permitted by the Hirers to enter MNH's property.

- MNH will not be liable for the death of or injury to any person attending any MNH property for a private function the subject of the hiring or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Hirers in the exercise of the rights granted by the Agreement except where such death injury or loss is due to the negligence of MNH.

- MNH will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at any MNH property either by the Hirers for their own purposes or by any other person or left or deposited with any officer or servant of MNH.

- Hirers shall be responsible for and shall keep MNH indemnified under the terms of this Condition and any officer or servant of MNH in respect of any liability the Hirers may have to third parties arising out of the promotion conduct or management of the function.

- Hirers shall effect and maintain a policy of insurance with a reputable insurance company or with underwriters at Lloyds required in respect of the liability of the Hirers as are mentioned in this Condition and the Hirers shall arrange insurance cover against third party risks for a sum not less than £1,000,000.00.

**The Hirer must produce to MNH not later than 7 days prior to the date of the Hiring evidence of such policy.**

#### **K. HEALTH AND SAFETY - FIRE REGULATIONS:**

- MNH will have on duty a member of staff responsible for ensuring that the Health and Safety regulations are adhered to by the hirer.

- Upon arrival the organiser will familiarise themselves with emergency exit routes and assembly point, consulting staff on duty if required. The responsibility lies with hirers to brief guests on emergency exit routes. It is advised hirers keep a record of attendees. Details of the emergency and other procedures will be supplied by MNH and these must be read out to attendees at the beginning of the event/function.

- It is a condition of hire that an event organiser, via their representative discusses with the designated officer of MNH the hirers plans for the event so that any modifications can be made in advance. Should an event organiser infringe on regulations and ignore reasonable requests from the duty staff officer, then that staff officer has the authority to close down an event without notice and remove the hirer and their guests from the property forthwith.

#### **L. LICENSES:**

- All functions where the participants gain admission on payment of a fee or ticket and liquor is supplied, it is a legal requirement that hirers must obtain an occasional liquor licence for the function.

- For all functions where participants are involved in music, singing or dancing, in any way, it is a legal requirement that any potential hirer must obtain an occasional music, singing and dancing licence for this function. Details of these licences are available from the High Bailiff's Office, Licensing Section on 685471.

**A copy of any Occasional Licence should be supplied to MNH at least 7 clear working days before the event.**

#### **M. PEOPLE WITH SPECIAL NEEDS:**

- Any disability requirements must be detailed on your Conference Booking Application.

- MNH stress that whilst they cannot guarantee any requests they will try to respond favourably in such circumstances. The hirer must ensure that a situation does not arise where a special needs person would be refused admission at the door because facilities had not been arranged prior to the function.

#### **N. CAR PARKING:**

- **Manx Museum:** Car Parking is available in the Chester Street multi-storey car park which is open daily at moderate cost, parking is free after 18.00hrs. Access to the Manx Museum can be gained via the foot bridge from the top deck of the car park. Gates do not close in the evening until after the event concludes.

Hirers should ensure that on their invitations/tickets for events at the Manx Museum, mention should be made that off street parking must be used. Parking at the front of the building is for disabled people, loading/unloading of equipment and during the daytime for the public at large visiting the Manx Museum. In the evening hirers can use it for special guests but as the main gates will be closed a member of the hirers staff must be on duty.

- **House of Manannan:** Free parking is available at the rear of the building and in the overflow parking area.

- **Castle Rushen:** Public off street parking is available in the town.

#### **O. CATERING:**

- Hirers using MNH catering facilities will be responsible for ensuring that their caterers comply with the public health regulations. Arrangements for the delivery of refreshments and the removal of debris after the event must be agreed with the appropriate site staff at least 7 days prior to the event, debris must be removed away from the venue by the caterers or hirers.

- All breakages, removal from site etc of MNH equipment will be charged direct to the hirers (not their caterers). Payment must be made in full within 15 days of invoice.

- No food or drink can be served or consumed in the Manx Museum Lecture Theatre. Due to Heat/Smoke detectors no kettles/urns/heaters which distribute steam can be used in the National Art Gallery within the Manx Museum, hot drinks can be distributed but only when served from insulated jugs/urns.

**N.B:** The first two sections in the National Art Gallery are roped off to protect more valuable works of art.

#### **P. DELIVERIES:**

- The hirers representative will be the person responsible for ensuring that the hirers and their caterers deliver and collect equipment/refreshments at times as agreed with the Heritage Site Supervisor or Site Manager at MNH attractions. It is important that agreement is reached with all parties 7 days prior to the event - meetings to be arranged through Conference Bookings Officer. Notification of delivery times prior to the event is required as lifts are unavailable between 12 and 2pm unless pre-booked.