



Onchan District Commissioners

BARRANTEE ARDJYN CHONNAGHYN

Main Road, Onchan, Isle of Man, IM3 1RD

ONCHAN YOUTH & COMMUNITY CENTRE – BOOKING FORM

HIRE CHARGES PER SESSION

Hire Purpose	Up to 1 Hour ^{*1}	✓	Up to 2 Hours ^{*1}	✓	Up to 4 Hours ^{*1}	✓
Coaching, Tuition or Fitness Class <i>Community Hall</i>	£15		£19		£25	
Sports Club or Fitness Class <i>Sports Hall</i>	£17		£28		£37	
Small Function <i>Community Hall & Kitchen</i>	£24		£28		£34	
Large Function <i>Community Hall, Committee Room & Kitchen</i>	£38		£44		£53	
Children's Party^{*2} (Special Rate) <i>Community Hall, Committee Room & Kitchen</i>			£30		£45	
Children's Party with Sports Hall^{*2} <i>Community Hall, Committee Room, Kitchen & Sports Hall</i>			£58		£82	
Car Boot Sale^{*3} <i>Community Hall, Committee Room & Kitchen</i>					£40	

*1 Any setting up or clearing away of equipment must take place within the period of hire.

*2 Inflatable equipment such as bouncy castles etc. can only be used within the Sports Hall.

*3 The Onchan Youth & Community Centre can only be hired for a Car Boot Sale between the hours of 11:00 to 15:00 on Sundays.

DURATION OF HIRE

Date: / /

Start Time: : End Time: :

Details of Hire: _____

Please tick here if you would like your event to be advertised on the Onchan District Commissioners Community Calendar.
Please include details of the times of opening and closing to the public, as well as any contact details to be shown.

OCCURRENCE OF REGULAR BOOKINGS

Total No. of Sessions: _____ **Day:** _____ (Please state day of week/month) **Frequency:** _____ (Please state if weekly, fortnightly or monthly)

KEYS TO THE ONCHAN YOUTH & COMMUNITY CENTRE SHOULD BE COLLECTED ON THE DAY OF THE BOOKING FROM THE MAIN RECEPTION AT THE COMMISSIONERS' OFFICE DURING OFFICE HOURS. WHERE THE BOOKING IS ON A WEEKEND OR PUBLIC BANK HOLIDAY, THE KEYS MUST BE COLLECTED BEFORE 16:30 ON THE LAST WORKING DAY PRIOR TO THE BOOKING. KEYS ARE NOT AVAILABLE OVER THE WEEKEND OR BANK HOLIDAYS.

BOOKING NOTES

1. Use of Inflatable equipment, such as bouncy castles etc., is only permitted within the Sports Hall.
2. There is limited tableware available at the Onchan Youth & Community Centre therefore if you require more than 15 sets please advise us upon placing the booking and collection of the keys. Any tableware used must be washed, dried and cleared away before leaving.
3. Use of the Onchan Youth & Community Centre is strictly limited to the rooms hired. Vacant rooms must not be used without prior permission of Onchan District Commissioners.
4. Any setting up and clearing away of equipment must take place within the period of hire, and the centre should be vacated by the 'end time' stated on this booking form.
5. Upon leaving the Onchan Youth & Community Centre, it is your responsibility to ensure all hired rooms are cleared and any rubbish placed in the bins provided. All lights should be switched off and all doors and windows should be closed and secured. The master light switch is located within the office adjacent to the Community Hall.
6. Due to fire regulations, the maximum number of persons allowed in each room at any one time is as follows:

Community Hall = 100 Committee Room = 45 Kitchen = 25 Sports Hall = 350

PLEASE COMPLETE AND RETURN THIS FORM, ALONG WITH PAYMENT, TO:

Onchan District Commissioners

Hawthorn Villa, 79 Main Road, Onchan, Isle of Man IM3 1RD

Tel: +44 (0)1624 675564

Email: ycc@onchan.org.im

*Cheques can be made payable to Onchan District Commissioners. Debit Card payments can also be made via telephone.
Bookings will not be confirmed until payment is received in full and a completed booking form is received.*

Name of Hirer: (Mr/Mrs/Miss/Ms/Dr)

Company / Organisation:

(if applicable)

Address:

Post Code:

Daytime Telephone: (Home/Work)

(Mobile)

E-Mail:

I hereby acknowledge that I have read and understood the 'Terms & Conditions of Hire' relating to the use of the Onchan Youth & Community Centre and as the named hirer accept responsibility to ensure these terms & conditions are met and adhered to during the hire of the Onchan Youth & Community Centre.

Signed:

Name of Signatory:

(Block Capitals)

Date:

FOR OFFICE USE ONLY

Date of Payment:	/ /	Payment Method:		Amount Received:	£
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