

TERMS AND CONDITIONS OF HIRE

1 GENERAL

- 1.1. Manx National Heritage (MNH) requires that its premises are not used for activities which may damage property or become a nuisance or annoyance to MNH or any neighbouring property. Hirers must take responsibility for any damage caused. MNH staff reserve the right to terminate an event that breaches this condition.
- 1.2. Hirers are responsible to ensure for the duration and at the end of the event that the venue is kept in a clean, tidy and safe condition.

2 BOOKING AND PAYMENT

- 2.1. Provisional bookings can be made over the telephone or by email. You will receive a quote on booking. To confirm a booking, please forward booking forms and deposit within 14 days of making a provisional booking.
- 2.2. Booking forms should be accompanied by a non-refundable deposit (30% of the cost of the room hire). A booking will be treated as provisional until the booking forms and a deposit have been received and the hirer receives confirmation from MNH by email or post, which will be sent within a few days of receipt.
- 2.3. Whereby the information has changed further to the provisional booking, the Corporate Bookings Officer will re-quote according to new times and equipment required.
- 2.4. The remaining balance of the venue hire fee plus any additional costs will be payable no later than 14 days prior to the event. In the case of booking being made within four weeks of the actual event date, MNH requires that full payment accompanies the booking form. Should the balance not be received by the due date, then MNH reserve the right to cancel the booking and keep the non-refundable deposit.
- 2.5. In the case of Government Departments, MNH requires that an official Order accompanies the booking form. Invoices are then required to be paid through the inter-department payment process.
- 2.6. Should another person want to book the same venue for the same date(s) before you have confirmed your booking, you will be notified and asked to confirm the booking and pay the deposit within 3 working days. If they are not received within this period MNH reserve the right to cancel your booking.
- 2.7. Should any additional charges be attributable to the event (including any additional time or equipment used on the event day, damage to the venue or its contents, or fees incurred by MNH for the removal of waste), you will be informed of these costs by letter and payment must be made with 30 days of receipt of the invoice.

3 PERIOD OF HIRE

- 3.1. Please keep to the period of hire requested on your booking form and agreed by MNH, allowing for setting up and clearing away of the event.
- 3.2. Should you arrive early, we may not have the necessary arrangements in place to assist you, and you will be asked to wait until the arrival time stated on your booking form.
- 3.3. Please make special arrangements prior to the event should you require access to the venue any later than 22.00. If arrangements are not made, the MNH duty officer has the right to end your event and vacate you by 22.30 at the latest. Any overrun of your departure time will incur an additional charge.

4 CHANGING OR CANCELLING YOUR BOOKING

- 4.1. MNH will always try to assist you with any changes requested however, when changes of dates or times are requested within a four week period prior to the event the hirer may be charged an administration fee of £20.
- 4.2. Cancellation of a booking must be received in writing from the person who originally signed the booking form. MNH reserve the right to charge a cancellation fee as follows: 100% of full venue hire fee (less than one month prior to the event), 50% of full hire fee (4 to 12 weeks prior to the event), 30% deposit (12 weeks prior to the event).

- 4.3 MNH reserve the right in circumstances out of our control to substitute alternative accommodation of a similar standard to the venue at any time without prior notice. MNH has contingency arrangements in place for selected venues, should that venue be able to cater for the number of guests, in case of inclement weather or high winds. Please see the venue specific information.

5 CO-ORDINATION

- 5.1 It is the hirer's or event organiser's responsibility to provide all necessary staff and representatives to ensure the smooth running and co-ordination of the event, and who must be available at all reasonable times during the hire period. MNH staff are on duty for the purpose of safety and security of the building and its artefacts.
- 5.2 An MNH duty officer is entitled to be present at the venue at all times.
- 5.3 MNH require that hirers inform the Corporate Bookings Officer of their technical requirements regarding equipment and assistance at least 14 days prior to the event.
- 5.4 A member of the MNH Technical Services team will be on duty in the Manx Museum Lecture Theatre and where requested during bookings to advise/ assist with operating MNH equipment. Equipment from other sources must be operated by qualified personnel and must be cleared by MNH Technical Services prior to the event.

6 HEALTH AND SAFETY

- 6.1 MNH advise that the event organiser familiarises themselves with the emergency exits at the property before the event and follow the instructions given to them about the venue.
- 6.2 All hirers need to undertake all necessary risk assessments for activities to be conducted at the venue as part of their event and shall provide these to MNH on request.
- 6.3 Any music or loud noise must cease no later than 23.30.
- 6.4 The hirer shall provide at their own cost any equipment required by MNH or by any other authority for health and safety reasons (e.g. additional lighting). The hirer must identify and inform MNH of any fire or other risk or hazard and shall pay the cost of any reasonable special precautions MNH may require to counter or insure such risk.
- 6.5 The hirer must comply with all guidelines relating to, in particular (but without limitation), power supply and lighting, fire safety precautions and precautions against damage that are supplied by MNH from time to time and which are relevant to the venue or premises.
- 6.6 The hirer shall where appropriate inform the police, local fire, and rescue authorities, local government bodies (including environmental health) of the event taking place at the venue and follow promptly any recommendations they may be given, and seek approval and supply evidence that this undertaking has been fulfilled to MNH.
- 6.7 MNH reserves the right to enter any part of the venue at any time during the hire period and terminate the event if the MNH duty officer believes the health and safety standards haven't been met and/or the safety of visitors or other persons is at risk. In such circumstances, MNH will not be responsible for any loss to the hirer, guests, sub-contractors or other attendee's may suffer.
- 6.8 MNH reserves the right to insist on the immediate departure of any visitor from the venue or premises if the MNH duty officer considers that the conduct or behaviour of that person is unacceptable.

7 CATERING

- 7.1 The hirer is entitled to organise and use their own choice of caterer, entertainment and other third party suppliers in connection with their event. The hirer must provide MNH with prior notification and details of the suppliers, and ensure they comply with this agreement and guidance for the venue provided by MNH on booking with reference to deliveries and using electrical equipment.



8 THE VENUE, MARQUEES AND EQUIPMENT

- 8.1 In no circumstances should any changes, additions or alterations in or to the venue (interior or exterior) and/or the contents thereof be made, accept those which have been agreed in writing in advance with MNH. Any such agreements will be for a temporary nature only and strictly necessary for the purposes of the event. Except in the case of the agreed alterations, no scaffolding, the affixing of screws or nails to any building or structure in the venue with the prior consent of MNH.
- 8.2 Except in the case of the permitted alterations no equipment or structures of any kind may be erected on or attached to any part of the venue or its contents nor may pegs, stakes or signs be driven into the ground for any reason without the express written permission of MNH.
- 8.3 Proposals for any temporary structures (including marquees), plant and equipment fixings likely to be used on site, supports for heavy-equipment, ground protection, and the like must be approved in writing 4 weeks before the event. MNH must be satisfied that there will be no damage to the Premises including to (without limitation) buildings, ground disturbance or pressure on underground archaeological remains. For safety reasons, all structures or fixings must be erected in accordance with IOM safety standards and to the satisfaction of MNH.
- 8.4 In the same respect, hirers must inform MNH of any intention to the on-site power supply, or generators, as well as details of cable management or liquid fuel storage/handling.
- 8.5 Hirer's must supply contact details for any third party on site persons or suppliers which will be issued to the MNH venue manager and MNH duty staff.
- 8.6 Due to the nature of MNH sites and their archaeological significance, MNH have identified approved locations for the assembly of marquees and other temporary structures. Please see specific site information for the location and restrictions on length and size of stakes. An MNH duty officer can interrupt and terminate construction of the structure if a supplier is not complying with MNH guidelines.
- 8.7 Furniture, paintings, display cases or other contents in or at the venue may not be moved without the prior written consent of MNH, and then only by the MNH duty officer or under their direct supervision. Additional costs may apply.
- 8.8 Precautions must be taken to prevent damage to floors or floor coverings. Equipment may need rubber-tipped feet or protective boards underneath. Heavy work-boots or stiletto heels may be forbidden in particular areas. Please comply with any instructions given by MNH in advance of the event.
- 8.9 Where any aspect of the event involves fire, fireworks or any fire risk the Hirer must inform the Licensor in writing at least 4 weeks in advance of the hire period and must implement all necessary fire precautions (including any raised by MNH).
- 8.10 Vehicular access must be restricted to established roads and tracks as approved or designated by MNH in advance, and planned in a timely manner to avoid disruption to roads, particularly in residential areas. MNH's prior written consent is needed to permit heavy vehicles coming on-site.

9 INDEMNITY, INSURANCE AND LICENCES

- 9.1 MNH cannot accept responsibility for damage to any property belonging to hirers or in their custody.
- 9.2 All hirers are required to have public liability insurance cover against third party risks for a sum not less than £1,000,000. MNH require a copy no later than 7 days prior to the proposed event. If your insurance certificate is not received by 7 days prior to the event MNH reserves the right to cancel the booking.
- 9.3 The hirer is responsible for ensuring that they have arranged for the relevant licences to cover the playing of music, sale of alcohol or anything else for which a licence is required. Details are available at <http://www.courts.im/formsandguidance/licensingforms.xml>. A copy of any required licence should be forwarded to MNH at least 7 days prior to the event.
- 9.4 The hirer must inform MNH or an MNH duty officer as soon as reasonably possible of any damage to the venue, premises or neighbouring site, to any objects, contents or fittings in the venue.