

Centenary Centre, Peel

Hire Application

1) Date/Hirer Details

Name of Organisation:	
Name of Hirer/Main Contact:	
Address:	
Contact Number:	
Alternative Phone Number:	
Email address:	
Date/s of Event:	
Type and Title of Event: (Please provide detailed description)	
Start Time:	
Finish Time: (Please note, all shows must finish by 10.30pm)	
Ticket Price (Full):	
Ticket Price (Concessions):	

A company registered in the Isle of Man No. 109727. Charity registered No. 903

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2) Facilities Required

Front-of-house is provided by The Friends of the Centenary Centre	
Please tick box as appropriate ✓	
Theatre: £150	<input type="checkbox"/>
Sound & Lighting Equipment: £200	<input type="checkbox"/>
Audio Visual Equipment - £100	<input type="checkbox"/>
Grand Piano: £90 – Includes tuning fee	<input type="checkbox"/>
Radio Microphones: £20 each	
Interval Refreshments: By The Friends of the Centenary Centre	
Theatre Bar: By the Centenary Centre	
Atholl Room – With Bar area: £65 per 2.5 hour session, inc Kitchen	
Atholl Room – Without Bar area: £40 per 2.5 hour session, in Kitchen	

Notes

- Payment for Children's parties should be enclosed with the application.
- Hire charges for commercial users are by negotiation. The above charges may not be applicable.
- For events including published live or recorded songs and music, a fee is payable to the Performing Rights Society. This will be charged to the hirer in addition to other hire charges.
- In the event of Sound, Lighting and/or Audio Visual equipment being required, the hire fee includes an in-house Engineer. A detailed technical specification should be submitted with this booking.

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Should you require further detailed information about sound and lighting facilities at the Centre before making your booking, please contact the following: –

Lighting and stage management – Michael O'Neill - Tel. 844537 or labby@manx.net

Sound systems - Dave McLean - Tel. 845146 or dmthebigroom@hotmail.com

We would strongly urge you to make an arrangement to visit The Centre before you finalise your booking.

3) Access & Set-up/Sound check

Date Access Required:	
Time Access Required:	
Proposed Time for Sound check:	
Estimated Duration:	

4) Agreement

I / We have read the Conditions of Hire of the Centenary Centre and hereby agree to abide by them.

Signed _____.

Position _____

On behalf of _____

Date _____

Please return signed contract and cheque for £50 deposit for Theatre Hire or Atholl Room Hire to:

Booking Secretary
3 Lyndale Avenue,
Peel
IM5 1JY

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Payment can be made by BACS or Cheque

For BACS or FasterPayment please pay to:

Centenary Centre
A/c 02849516
Sort Code 30-12-80

Cheques should be made payable to "CENTENARY CENTRE"

Please put Hirer Name and date of event as a reference.

THIS IS NOT A CONFIRMATION OF A BOOKING. CONFIRMATION OF HIRE AND THE COSTS INVOLVED WILL BE FORWARDED TO YOU.

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5. Centenary Centre Conditions of Hire

Bookings of the Centenary Centre ("the Centre") must be requested in advance on the appropriate form accompanied by a deposit of £50. The Centre will send official confirmation of a booking prior to the event. Without such official confirmation from the Centre, it cannot be assumed that facilities are available.

The promoter of the event ("the promoter") is the person who enters into the contract with the Centre and has overall responsibility for the event. The promoter shall ensure that the conditions of any licence are carried out. The promoter is responsible for any licence or fee due to the Performing Rights Society for copyright music performed. This includes background music at events such as fashion shows, etc. The promoter must supply the Centre with:

- a list of all music performed – to include all song titles and name of the composer for each item; and
- a declaration of the gross takings from the sale of tickets.

The promoter will be invoiced by the Centre for any fee due to the PRS. The Centre will forward the fee together with the list of music performed to the PRS.

The Centre will provide front-of-house management. The promoter shall act as event organiser and shall liaise with the duty representative of the Centre in all matters, especially emergency procedures. The promoter shall ensure that fire exits are not obstructed. The promoter is responsible for ensuring that all property of the Centre is undamaged and will indemnify the Centre for the full reinstatement or replacement cost, at the valuation of the Centre.

Adequate insurance cover should be arranged to cover this eventuality.

Items may not be affixed to the walls, fabric or paintwork of the Centre by means of sellotape, blue tack, nails, screws or any other means. The Centre accepts no liability for any claim arising of whatever nature as a result of the promoters use of the Centre from any person present in any capacity at any function/event /show in the Centre not promoted by the Centre.

Adequate public liability cover and/or show risks cover must be arranged by the promoter in their name to indemnify the Centre and any officer or servant thereof in respect of any liability they may incur to third parties arising out of the promoter's promotion, conduct, and management of the function / show / event.

The Centre cannot accept responsibility for damage to any property belonging to promoters, or any person acting on their behalf, or for any financial loss to promoters as a result of equipment failure. Any equipment brought into the Centre by the promoter shall be insured by the promoter against damage and theft.

Where the Theatre has been hired with stage, lights and sound, the Centre will provide:

- Stage manager;
- Lighting technician;
- Sound technician.

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The Centre will be open for performers to carry out sound checks on the afternoon of their performance. The promoter should liaise with our sound and lighting technicians. Only Centre staff may operate the sound and lighting systems or be present in the technical area, unless by special agreement.

In all cases where any of the cast are children, the promoter must ensure that adequate numbers of adults are present to maintain efficient supervision, order and safety at all times. A ratio of one supervisor to six children is required, and there must always be a minimum of two adults present.

The production of leaflets, programmes, posters tickets, and the collection of the ticket receipts and the unsold tickets is the responsibility of the promoter. Tickets must be made available through the Centre's usual outlets that may charge a commission on sales. These outlets are:

- Celtic Gold, 5 Michael St. Peel. Tel: 843737
- Shakti Man, 18 Parliament Street, Ramsey. Tel: 815060
- Thompson Travel, 39 Station Road, Port Erin. Tel: 832535
- GH Corlett Jewellers, 4-6 Castle Street, Douglas. Tel: 676762
- Peter Norris Music, Finch Road, Douglas. Tel: 661794

The Centre will include details of your event on the Centre's website and circulate details in It's Schedule and any other listings. The Promoter should provide a suitable title and subtitle for the Centre's monthly publicity schedule.

In addition to providing front-of-house management, The Friends of the Centenary Centre have the concession on:

- the Theatre Bar selling ales, wines and spirits; and
- the sale of light refreshments during the interval.

These facilities will normally be provided.

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6. Information for prospective hirers

The complex consists of the Theatre (auditorium and stage) on one side of a central corridor and the Atholl Room and associated kitchen and Theatre Bar on the other.

Theatre details

- The auditorium has tiered seating with comfortable accommodation for 199 people.
- There are toilets for patrons adjoining the auditorium including disabled toilet.
- The stage measures 8.5 m wide x 6 m deep. (28 ft. x 20 ft.).
- The proscenium arch is 3 m high by 6 m wide (10 ft. x 20 ft.).
- A Clavinova electronic keyboard is available at no extra charge.
- A grand piano is available for hire.
- Rostra and black masking flats are available.
- A Green Room and toilet facilities are available for artists, staff and stage crew.
- The Theatre has excellent and extensive sound and lighting systems.
- There is a 4 m x 3 m (13 ft. x 10 ft.) cinema screen, a DVD projector with associated DVD and VCR facilities and facility to use a computer for PowerPoint presentations.

Atholl Room details

- The floor is of maple wood.
- The floor measures 10 m x 7 m (33 ft. x 22 ft.).
- There are seven small tables and four long tables, with up to 40 chairs.

Kitchen details

- Freezer
- Refrigerator
- 2 x Microwave ovens
- Dishwasher
- Hot water urn
- Filter coffee machine
- Kettles, teapots
- 100 x sets of matching crockery – cups, mugs, saucers and side plates.

Theatre Bar

- Sales of ales, wines and spirits, including pre-ordering for the interval.

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All hirers of the Centre must have within their party a designated person who is responsible for the safe evacuation of the Centre in the event of an emergency.

RESPONSIBILITIES OF THE DESIGNATED PERSON

The designated person must become familiar with the layout of the Centre. The locations of the fire alarm "break glass" points, fire exits, firefighting equipment and the phone. A plan of the Centre is on the following page of this document.

At the start of the hiring the designated person must take a register of the people present, or in the case of a party or one-off booking, be aware of the number of people attending.

On discovering a fire, detecting smoke, a smell of burning, or simply a suspicion of fire, you must immediately raise the alarm by breaking the nearest fire alarm "break glass" point. Whilst the alarm is sounding, the designated person must ensure the all personnel have left the building and are accounted for.

The designated person must then call the fire brigade on 999 and give the following address:

CENTENARY CENTRE, ATHOLL STREET, PEEL – TEL. 844443

Do not re-enter the building to make any phone calls or allow any person to re-enter to collect belongs etc.

On the fire brigade's arrival, the designated person must make themselves known to the emergency services and inform them of the nature of the call-out and headcount details. The designated person is to ensure that there is no interference with the emergency services and should ensure that no person re-enters the building before approval is given by the emergency services.

If possible the designated person can attempt to extinguish the fire using the appropriate fire extinguisher. However, at NO TIME is anyone's life to be put in danger, and priority should be given to evacuating the building.

The Maximum number of persons permitted to use:

Auditorium - 199 persons

Reception Room/Bar – 30 persons

Multi-purpose Room – 60 persons

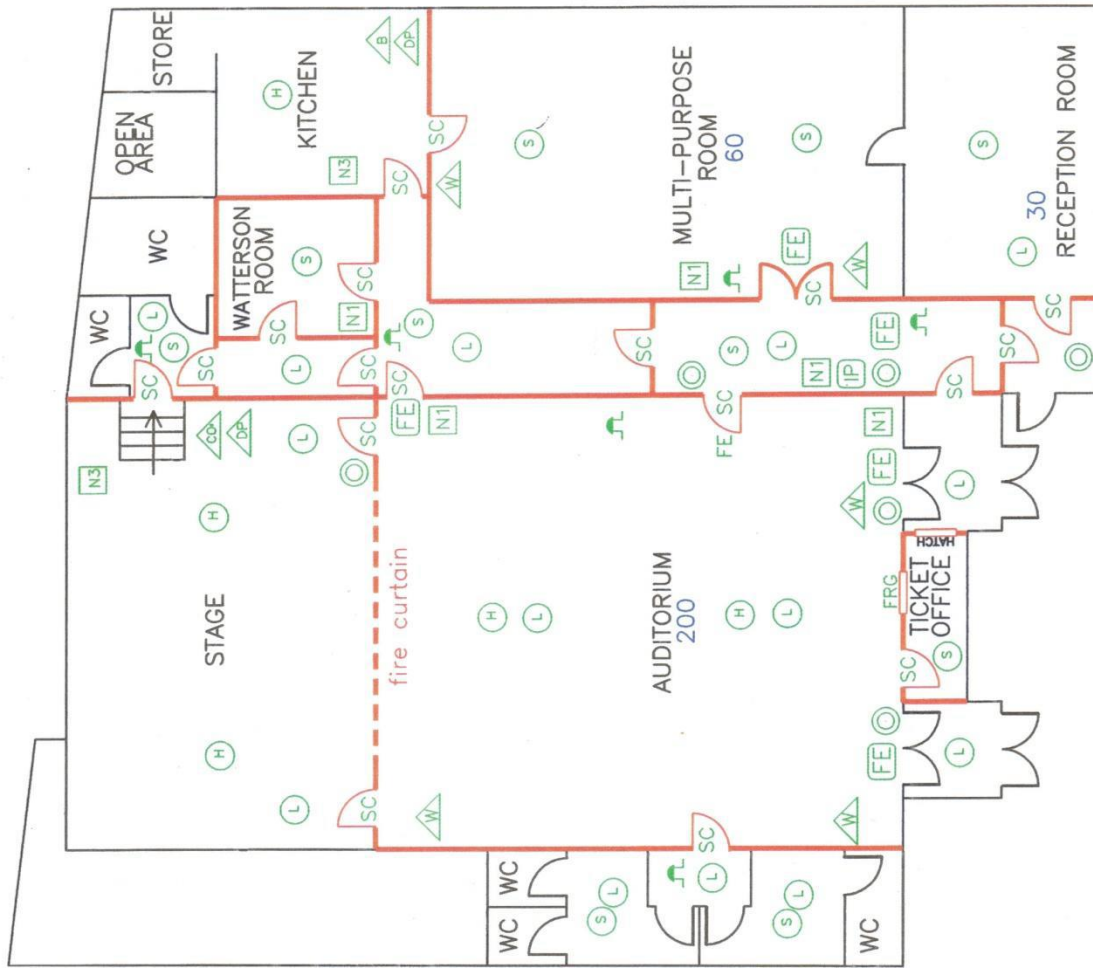
See plan below for layout

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THE CENTENARY HALL
 ATHOL STREET
 PEEL

FILE No 1210



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