

Tynwald Seneschal

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BARROOL SUITE HIRE **TERMS AND CONDITIONS**

1. The Barrool Suite is available for hire by private individuals out of normal office hours and at weekends. It is not available for hire during the normal working day. The primary function of the room is for IOM Government business and this will take priority over private bookings. Bookings may be made by contacting the Seneschal during normal working hours. (Other than Government Departments who wish to use the facility during the normal working day. They should contact the Tynwald Administration office on 685000)
2. The present rate for hire of the facility is set in 4-hour blocks at £250.00 for organisations that have charitable purposes and £500.00 for commercial ventures. For longer periods of hire the rate should be agreed between the organiser and the Seneschal. Hirers must ensure sufficient time is allowed for the setting up and clearing away of any furniture or equipment connected with their particular event. All evening events must finish and be cleared away by 11.00pm. Payment must be made 4 weeks prior to the event.
3. The entire building is a no smoking area, including the balcony adjoining the Barrool Suite. No animals are permitted on the premises other than recognised Guide Dogs that are assisting the visually impaired.
4. Staff will be available at all times to the organiser and will give advice regarding health and safety matters and fire regulations. **Please be aware that numbers for the Barrool Suite are strictly limited to a maximum of no more than 100 persons.**

5. If any person with special needs is likely to attend the event this fact must be notified by the organiser to the Seneschal prior to the event. It is the responsibility of the organiser to ensure that their guests are informed of emergency exit routes, assembly areas and other matters concerning their well-being. Organisers must keep a roll of persons attending their function in case of any necessary evacuation. An aide-memoire is available in the Barrool Suite to assist organisers. Staff are on duty to ensure the health and safety of the users of the building and to ensure the security of the premises. Organisers must have sufficient persons in place to deal with any ancillary functions that are necessary for their event. Staff on duty are authorised to close down any event where the conduct of persons involved or the content of any presentation is considered to be causing a nuisance or likely to cause embarrassment to the office of the Clerk of Tynwald.
6. At any event where admission is gained upon payment of a fee and alcohol is supplied, or alcohol is to be sold, then it is necessary for the organiser to obtain an occasional licence from the Licensing Court. Likewise, if an event is to involve music, singing or dancing then the requisite licence must be obtained from the High Bailiff's office. A copy of any such licence must be supplied to the Seneschal prior to the event and must be displayed during the course of the event.
7. Hirers shall have in place a policy of insurance in respect of third party liability risks for a sum not less than £1M. This policy certificate will be produced to the Seneschal at least three days prior to the event. Hirers must take reasonable care of any property within the Barrool Suite and must comply with any request from the staff on duty from the office of the Clerk of Tynwald.
8. Caterers hired by the organiser must also have sufficient third party liability insurance in place. Organisers must be in situ to meet with their caterers upon their arrival at the Barrool Suite. Liaison with the Seneschal is essential to ensure compliance with building regulations and the smooth running of the event.