

LAGAN VALLEY ISLAND

Centre Management, Lagan Valley Island, The Island, Lisburn, BT27 4RL Tel: 028 9250 9292 Fax: 028 9250 9291

APPLICATION FOR HIRE OF FACILITIES

DETAILS OF HIRER:

Name of Company/Organisation being represented: _____			
Charity Registration No. (if applicable): _____			
Full Name: _____		Billing Address if different: _____	
Position: _____		Full name: _____	
Address: _____		Address: _____	
_____		_____	
Telephone: _____		Telephone: _____	
Fax: _____		Fax: _____	
Email: _____		Email: _____	

EVENT DETAILS:

Nature of Event: Meeting/Conference Training Day Theatre Exhibition

Title of Event: _____

Estimated Numbers Attending: _____ (numbers to be confirmed one week prior to event)

FACILITIES REQUIRED (please tick):

Island Hall	<input type="checkbox"/>	Chestnut Suite	<input type="checkbox"/>	Alder Room <small>(Limited availability)</small>	<input type="checkbox"/>	Cherry Room <small>(Limited availability)</small>	<input type="checkbox"/>	Oak Room	<input type="checkbox"/>
Hawthorn Room	<input type="checkbox"/>	Hazel Room	<input type="checkbox"/>	Elm Room	<input type="checkbox"/>	Maple Room	<input type="checkbox"/>	Studio Theatre	<input type="checkbox"/>

SET-UP REQUIREMENTS:

Theatre Boardroom Banquet U Shape Classroom Cabaret Top Table

For: _____ For: _____ For: _____ For: _____ For: _____ For: _____ For: _____

For the purposes of emergency evacuation will any of your delegates/guests have a disability? If so please specify: _____

DATE(S) & TIME(S) WHEN REQUIRED:

Date Required: _____

Access Time: _____ Event Start Time: _____ Event Finish Time: _____ Exit Time: _____

Please note that charges are calculated from moment of access for set-up through to time of departure on an hour-to-hour basis. Minimum hire permitted is four hours.

ADDITIONAL REQUIREMENTS (Meeting Rooms hire rates include the use of an overhead projector, a screen and a flipchart. Please tick if required. Booking of equipment is dependant on availability and chargeable.)

Screen	<input type="checkbox"/>	Overhead Projector	<input type="checkbox"/>	Flipchart	<input type="checkbox"/>	TV/Video	<input type="checkbox"/>	Data Projector	<input type="checkbox"/>	Microphone	<input type="checkbox"/>
Lectern (standard)	<input type="checkbox"/>	Lectern (LVI)	<input type="checkbox"/>	Display Board (table top)	<input type="checkbox"/>	Display Board (Nomadic)	<input type="checkbox"/>	Technical Support	<input type="checkbox"/>	Box Office	<input type="checkbox"/>
ISDN Line Connection	<input type="checkbox"/>	Analogue Line Connection	<input type="checkbox"/>	Other (specify) _____							

MARKETING QUESTIONNAIRE (please tick how you heard about Lagan Valley Island):

Frequent User Advertisement Recommendation Please specify: _____ Website Yellow Pages Pre-attendance Other: _____

BAR REQUIREMENTS FOR ISLAND HALL FACILITIES:

The Island Bar will be open for every show/concert/banquet held in the Island Hall. Please indicate which of the following bar services you require during your event.

Full Bar Facilities (pre-show and intervals) Part Bar Facilities with Teas and Coffees

CATERING REQUIREMENTS:

Please detail below your catering requirements (if any) for your event (10 days notice must be given). Final numbers should be notified no less than **THREE WORKING DAYS** prior to the event.

Serving Time	Requirements (please see Menu for selection options)	Numbers	Cost per person

Please specify drink requirements i.e. jugs of Water, Orange Juice, Wine, etc below:

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INSURANCE COVER:

Please provide photocopy proof of PUBLIC LIABILITY INSURANCE (£5 million) at least 14 days prior to your event.

HIRE CHARGES (to be completed by Centre Management):

Room Hire:	£ <input type="text"/>	plus VAT	Deposit Required:	£ <input type="text"/>	
Equipment:	£ <input type="text"/>	Box Office:	£ <input type="text"/>	Services	£ <input type="text"/>

DATA PROTECTION ACT 1998:

Lisburn City Council collects the data on this form for the purposes of event organisation, contact, invoicing and marketing. The data may also be forwarded to other sections within the Council and to our Catering Franchisee for their assistance in event organisation and marketing.

Please let us know if you do not wish for your details to be forwarded to our Franchisee, for their marketing purposes.

LISBURN CITY COUNCIL CHILD PROTECTION POLICY:

Lisburn City Council has a Child Protection Policy, which you **MUST** abide by when using our facilities. Should you have any concerns about a child while using the facilities please contact a member of Lisburn City Council staff. It is your responsibility to ensure that all members of your group/organisation are made aware of this.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS (POCVA)

You are strongly advised to carry out POCVA vetting checks on prospective employees/volunteers whose normal duties include caring for, training, advising, counseling, supervising or being in sole charge of children and their managers/supervisors. You will commit an offence if you **KNOWINGLY** employ a disqualified person to work, etc with children.

For information on the checking procedure please contact: Department of Health, Social Services and Public Safety, Castle Buildings, Belfast, BT4 3SQ. Tel 028 90522559. www.dhsspsni.gov.uk

PAYMENT SCHEDULE:

The Hirer shall pay to the Council the following payments, unless otherwise stated at time of confirmation.

1. Full payment of room hire under the value of £60.00 shall be payable prior to the event.
2. A minimum 25% or £60.00 deposit (whichever is the greater) shall be payable upon confirmation of the booking; by returning this signed application form.
3. The balance of the hire charges will be invoiced directly after the event.
4. Any additional charges incurred on the day will be payable on the day.

CANCELLATION POLICY:

1. Upon confirmation of booking all clients are liable for 25%/£60 (whichever is greater) of the total Room Booking.
2. Cancellation of your event between one and three months prior to booking date will incur up to 50% charge of the total Room Booking.

Cancellation of your event within one month of event will incur a 100% fee charge.

I/We hereby:

- Apply for the hire of the facility(ies) in accordance with the requirements specified about and Lagan Valley Island Terms and Conditions;
- Any amendments to the above booking will be notified **five working days** prior to the event;
- Understand that this Application will form a binding contract between me/us and Lisburn City Council;

Enclose herewith payment of the required deposit (**cheques should be made payable to Lisburn City Council**).

Signature of Applicant: _____ Date: _____

A booking is not confirmed until this form is completed and the appropriate deposit paid.

Official Use only:

Booking taken by: _____	on: _____	Booking Confirmed on: _____
Deposit paid: _____	on: _____	Copy of Insurance Received: _____
Amendments made on: _____	EBMS No.: _____	Invoice Request No.: _____