

Customer Ref (internal use only):



Antrim Civic Centre  
50 Stiles Way  
Antrim, BT41 2UB

## Application for Hire of Meeting Rooms & Conference Facilities at Antrim Civic Centre *For April 2018-March 2019*

Hirer Details:	
<b>Purchase Order No./Cost Code:</b>	Organisation Name:
<b>Billing Address</b>	<b>Contact Address</b> (if different)
Full name or PO Box number:	Full name:
Address:	Address:
Postcode:	Postcode:
Tel number:	Tel number:
Charity Reg No. (if applicable):	
Billing Email:	Email:

Event Details:	
<b>Event Title:</b>	<input style="width: 80%;" type="text"/>
	<i>(This will be publicly displayed on reception screens)</i>

<b>Dates Required</b>	<b>First Date:</b> <input style="width: 90%;" type="text"/>	<b>Last Date:</b> <input style="width: 90%;" type="text"/>	<b>Total Days:</b> <input style="width: 90%;" type="text"/>
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<b>Access Time:</b> <input style="width: 80%;" type="text"/>	<b>Start Time:</b> <input style="width: 80%;" type="text"/>	<b>Finish Time:</b> <input style="width: 80%;" type="text"/>	<b>Exit Time:</b> <input style="width: 80%;" type="text"/>
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<b>Type of event:</b>	Exhibition <input type="checkbox"/>	Training <input type="checkbox"/>	Meeting <input type="checkbox"/>	Conference <input type="checkbox"/>	Workshop <input type="checkbox"/>	Dinner <input type="checkbox"/>
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<b>Nature of event:</b>	<input style="width: 85%;" type="text"/>
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Room(s) Required	Number Attending	Please tick ✓ <i>(blacked out = not available)</i>					
		Classroom Style	Board Room Style	Theatre Style	Cabaret		Other
Steeple Suite		Max 30	Max 36	Max 90	Max 48		
Whinstone Suite		Max 16	Max 22	Max 50	Max 36		
Rivermaine Room			Max 12				
Sixmilewater Room			Max 12				
Interview Room 1			Max 8				
Civic Room 2			Max 8				
Round Tower						Council Chamber Max 52	

Antrim Civic Centre Equipment	Please tick ✓ If required <i>(blacked out = not available)</i>									
	Data projector	Projector screen	Wi-Fi	Lectern	Flipchart	DVD Player	Radio Microphone	Laptop additional charge	Conference phone	Registration table
Steeple Suite										
Whinstone Suite		Flat Screen TV								
Rivermaine Room										
Sixmilewater Room										
Interview Room 1										
Civic Room 2										
Round Tower										

Customers are permitted to hire any additional audio visual (sound, lighting), staging equipment they may require for their event from external companies. Antrim and Newtownabbey Borough Council does not offer company details or preferred supplier list, these must be sourced and hired by customer.

**Catering:**

Please note Mann's Catering is the contracted catering service for Antrim Civic Centre and they have stipulated all bookings must give a minimum of 10 days to submit catering options and a minimum of **3 full business days prior to event** to confirm/change catering numbers. Any amendments after this date will be at the discretion of the catering supplier. To discuss issues in regards to your catering deadline please contact the Mann's Catering Manager, Cathy on (028) 9446 3113 or email [cathy.manncateringltd@gmail.com](mailto:cathy.manncateringltd@gmail.com). Discuss any bespoke arrangements also with the caterer directly.

Serving Time	Requirements (please see menu for options) Please list all special dietary requirements.	Number of Delegates	Cost per person	Total Cost per day
<b>Sub Totals</b>				£
<b>Total Catering Cost = Total Cost Per Day £ _____ x _____ Days = £ _____</b>				

Room Hire Rates	Half Day Rate	Day Rate	Evening Rate <i>minimum 2 hours</i>	Number of days	Room Hire Cost £
Steeple Suite	£150	£250	£50 per hr		
Whinstone Suite	£100	£150	£30 per hr		
River Maine Room	£60	£100	£15 per hr		
Sixmilewater Room	£60	£100	£15 per hr		
Interview Room 1	£40	£70	£15per hr		
Civic Room 2	£60	£100	£15 per hr		
Round Tower Chamber	£150	£250	£50 per hr		
<b>Total Booking Cost = Catering Cost £ _____ + Room Hire Cost £ _____ = £ _____</b>					

We would like to keep in contact with you in the future, please tick this box if you do not wish to receive information from us.

HOW DID YOU HEAR ABOUT US (please tick)			
Council Website:		Staff Contact:	
Recommendation:		Antrim Civic Centre Brochure:	
Trade Show:		Advertisement:	
Existing Customer:		Other:	

**Please ensure all fields have been completed, incomplete forms cannot be processed. If applicable, a purchase order must be provided for the booking to be secured.**

**Declaration:**

I have read and will abide by the terms and conditions for room hire at Antrim Civic Centre.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Please post or email completed forms to:**  
 Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB  
**Tel:** 028 9446 3113 **Email:** room.bookings@antrimandnewtownabbey.gov.uk

Received at Civic Centre \_\_\_\_\_ Date \_\_\_\_\_

## TERMS AND CONDITIONS OF HIRE - CONFERENCE FACILITIES

### 1. PURPOSE

The Hirer may use no part of the premises for any purpose other than that described on the booking form and accepted by the Council. The Council reserves the right at its absolute discretion to refuse bookings where it is considered that the purpose of the booking is contrary to the interests of the Council or that the booking could cause adverse publicity for the Council.

### 2. PAYMENT AND APPLICATION FORM

**Payment must be made for the hire as stated on the confirmation letter sent to the Hirer.** Payment can be made over the telephone by using a debit or credit card, by sending in a cheque. Payments must be made within 30 days of the receipt of an invoice. All bookings are considered as provisional until the booking form is signed and returned by post or email. The signed booking form will act as a contract between the Council and the Hirer. All persons(s) hiring the facility will be required to check and sign an Application Form.

**Final set up, times, numbers, menus and special requirements must be confirmed at least seven days prior to the event.**

### 3. SMOKING

Smoking is prohibited in all Council premises. Under the Smoking (Northern Ireland) Order 2006 it is against the law to smoke in enclosed and substantially enclosed public places.

### 4. ALCOHOL

The Council holds a licence for the consumption of alcohol at its conference facilities and only alcohol supplied by the Council or its in-house caterer can be consumed on the premises.

### 5. AVAILABILITY

- Morning events must vacate the room by 1.00pm.
- Afternoon bookings begin at 1.00pm and rooms must be vacated by 5.00pm.

### 6. CATERING

The Hirer must use the Council's in-house caterers unless the caterer cannot meet the needs of the Hirer. Permission must be granted by the Council for any alternative catering arrangements. Only food and drink purchased in the café can be consumed within the café area.

### 7. ELECTRICAL EQUIPMENT

The Hirer shall be responsible for ensuring that the Hirer's own electrical equipment is in a safe condition and complies with the current electrical safety guidelines.

### 8. EQUIPMENT & STORAGE POLICY

The right to use Council facilities or equipment is not transferable and equipment must not be moved without the permission of the Council. **The Council cannot provide any storage facilities for goods or equipment belonging to the Hirer.**

### 9. CANCELLATION

(a) By the Hirer:

**Hirers wishing to cancel a booking must do so** to the Council in writing, or by email, **at least 7 clear working days beforehand** otherwise the Council reserve the right to charge the Hirer the full amount of the facility cancelled. Should the Hirer make significant changes to the programme or the expected number of guests, this may result in amendments in the rates charged and/or facilities offered. Charges for catering will also apply to any cancellations within 3 working days of the booking date.

(b) By the Council:

- (i) The Council reserves the right to close, prohibit or reallocate unused parts of the facility to other bookers.
- (ii) The Council will, at its own discretion, refund all or a proportionate part of monies paid in respect of bookings cancelled or terminated.
- (iii) If the Council, for reasons beyond its control need to make any amendments to a booking, reserves the right to offer an alternative to the booking.

The Council may cancel the booking:

- If the Hirer is in arrears of previous payments.
- If the Hirer has failed to adhere to the terms and conditions outlined in this document.

<b>10. CHARGES</b>	The Council reserves the right, to amend charges for the facilities without notice.
<b>11. ADMISSION</b>	<p>The Council reserves the right at its absolute discretion to refuse the admission of, or to evict any person from the Council's premises including those who may be drunk or disorderly. It shall also have the right at any time to restrict the number of persons using the facility and at no time shall such numbers be allowed to exceed any limit which may be stated in the Council's acceptance of the Hirer's booking.</p> <p>The Hirer shall, if directed by an Official or the Council or by the Police, deny admittance to or remove from the building any person who, in the opinion of an Officer of the Council or the Police, might be likely to cause a disturbance.</p>
<b>12. SUPERVISION</b>	<p>The Hirer is responsible for:</p> <p>(a) The administration, organisation and hiring of the particular events.</p> <p>(b) Preventing disorderly conduct and supervising all participants, visitors and spectators.</p> <p>(c) Ensuring the premises are left in the condition first found.</p>
<b>13. CHILD AND ADULT SAFEGUARDING</b>	The Council has a Child and Adult Safeguarding Policy in place, a hard copy is available on request or can be accessed through the Council's website at <a href="http://www.antrimandnewtownabbey.gov.uk">www.antrimandnewtownabbey.gov.uk</a> .
<b>14. LOSS OF PROPERTY</b>	The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of property, articles or other items whatsoever placed or left upon the premises by the Hirer.
<b>15. DAMAGE</b>	<p>The Hirer shall not carry out any alterations to the building nor fix or make fixtures for any apparatus, equipment or decoration without prior permission of the Council. The Hirer agrees to pay the Council on demand the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.</p> <p>The Hirer must inform trainers/facilitators that it is not permitted to affix items to the walls of the rooms using pins, blu tack, sellotape or other means likely to cause damage.</p>
<b>16. GAMBLING</b>	No collections, games of chance, sweepstakes or lotteries nor any betting may be conducted on the premises without the prior consent of the Council.
<b>17. MARKETING AND PUBLIC RELATIONS ON COUNCIL PREMISES</b>	<p>Professional photographers film/still must obtain permission from management to operate in the premises.</p> <p>No Hirer shall grant newspaper, sound or television broadcasting or filming rights without the prior written consent of the Council. If such consent is given the Council reserves the right to be a party to any negotiations and to the terms and conditions of any agreement reached and to share any income and publicity derived there from.</p> <p>All posters and publicity material should refer to the premises by full name. If the Hirer requires the use of the Council's logo permission must be obtained from the Councils PR and Marketing Section.</p>
<b>18. COMPLIANCE WITH LEGISLATION</b>	The Hirer shall be required to comply with all relevant legislation including Health and Safety and Equality legislation.
<b>19. PRE-REQUISITES</b>	The capacity of rooms may vary according to their layout, and therefore the layout should be agreed at time of booking. Prior to the event, trainers and facilitators are welcome to call (by prior appointment) to the venue in order to familiarise themselves with the facilities.
<b>20. EMERGENCY EVACUATION PROCEDURE</b>	It is the responsibility of all private hire clients to ensure the safe evacuation of their guests as per the evacuation procedure displayed in the rooms.

## Emergency Evacuation Procedure

**This notice should be read aloud to participants:**

In the event of the fire alarm sounding:

1. Please exit the building quickly and calmly by the nearest emergency exit.
2. Do not use the lift.
3. Once outside the building, proceed quickly and carefully to the Assembly Point which is located at the top of the staff car park. Please remain there until a member of staff gives permission to re-enter.

The toilets are located at the end of the corridor on the left hand side.

There is a water cooler available at the back of the room.

Please be aware that there may be public announcements made over the building's public address system during your visit.

**Notice to Presenter:**

Please familiarise yourself with the fire exits and note the closest one to you.

In the event that you discover a fire or one is reported to you:

1. Sound the alarm immediately by breaking the glass in the nearest fire alarm point.
2. Sweep all your visitors to the nearest fire exit and guide them to the Assembly Point at the top of the staff car park.
3. Ensure that all your visitors are accounted for at the Assembly Point.
4. At the Assembly Point, report the location and nature of the fire to a member of staff.
5. Remain at the Assembly Point until you are told it is safe to re-enter.

In the event that the fire alarm sounds please follow the same instructions from point 2 onwards.

Please ensure you alert staff to the number of delegates who may need assistance in the event of an emergency and they can inform you of the correct procedure.

## Room Hire Privacy Notice:

We are collecting information from you in this application form for the purposes of processing your room booking application and for invoicing. This is in accordance with the performance of a contract. Information collected will not be shared with external organisations. Information will not be transferred to countries outside the EEA. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. All information will be held in accordance with the Council's retention and disposal schedule (see <http://www.antrimandnewtownabbey.gov.uk/Council>) and will be disposed of securely when no longer required. You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Antrim and Newtownabbey Borough Council's Data Protection Officer is:

Data Protection Officer  
Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB  
T: 028 94 463113  
E: [DPO@antrimandnewtownabbey.gov.uk](mailto:DPO@antrimandnewtownabbey.gov.uk)

If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).