

THE ROUNDHOUSE & BRADDAN SPACES BOOKING POLICY

1.0 Contents

- 1.0 Contents
- 2.0 Policy Statement
- 3.0 Type of Bookings
- 4.0 Payment
- 5.0 Conditions of Hire
- 6.0 Booking Restrictions & Agreements
- 7.0 Priority Bookings
- 8.0 Miscellaneous
- 9.0 Charges
- 10.0 Appendices
- 11.0 Policy – Version Number and Review Date

2.0 Policy Statement

Braddan Parish Commissioners (“BPC”) receive bookings for the use of their facilities, such as the Memorial Hall in Union Mills and Port Soderick Hall. The Roundhouse Community Centre offers further facilities for hire such as the Sports Hall, Function Room (Rotunda), Meeting Room, Therapy Room, Soft Play and Village Green. A policy is required to provide direction to staff and facility users and will ensure bookings are processed fairly, transparently and efficiently.

THE ROUNDHOUSE

3.0 Type of Bookings

3.1 Booking System

Bookings will usually be made online via our booking system known as “Bookteq”. Should customers be unable to use the booking system they can contact a member of staff on duty or call 852808.

3.2 Casual Bookings

Casual bookings for the sports hall and meeting room can be made up to 48 hours in advance. By negotiation, depending on availability and equipment requirements, there may be scope to book within a shorter notice by phoning 852808 or visiting the BPC reception at The Roundhouse.

The Roundhouse operates a Book & Pay Policy for casual bookings for its facilities. Payment for these bookings must be made at the time of booking.

3.3 Block Bookings

Block Bookings are offered to existing hirers at the same day and time every week. They would ordinarily be booked in blocks of 13 weeks, or more, to secure the preferred slot. Hirers from the previous season have 'first refusal' on taking up the next 13-week block, unless there have been any recorded issues as follows:

- Failing to pay on time
- Failing to apply for the next block in advance; minimum of six weeks required
- Breaking the Customer Code of Conduct and/or Terms and Conditions of Hire
- If BPC require the space for another activity

This list is not exhaustive, BPC reserves the right to refuse block bookings for any other reason.

Block bookings are usually applied for using the request facility via Bookteq. Hirers will await confirmation and receive a payment option. If the desired slot is not available, the club or organisation will receive a notification and apply for an alternative day or time. BPCs will work with the hirers to find an alternative slot where possible.

On occasion, there may be regular Block Booking Hirers who will be required to make way for an event booking. In these instances, the Block Booking Hirer will be made aware of the event at the commencement of their 13 week period. They will not be charged for the session in question.

3.4 Event Bookings

All indoor events should be made at least 13 weeks in advance to minimise disruption to block bookings.

All outdoor events should be made within an appropriate timescale to organise staff, equipment and facilitate the proposed occasion.

There is a mandatory requirement for hirers to visit the complex and consult with the Centre Manager or other designated member of staff to discuss event requirements and feasibility. During the visit hirers will be required to complete an 'Event Booking Form' to provide specifics, such as, expected number of attendees, number of event personnel, type of event, equipment being utilised, additional equipment hire, waste management, parking solutions, etc.

A risk assessment will also be requested from the event coordinator along with proof of adequate insurance cover, where appropriate.

3.5 Deposits

For large events, a deposit of 25% is required to secure the booking.

3.6 Concessions

The Rotunda – There is special day rate for the Rotunda only. A nine hour day session can be booked at a discounted rate of £200 + VAT.

Otherwise, we do not currently offer concessions; this will be reviewed annually in line with this policy.

3.7 VAT

Local authorities can treat the supply of leisure services as non-business activities with no VAT being chargeable, this depends on the type of event and only where it is shown that this treatment would not significantly affect other businesses which it may be deemed to be in competition with.

Further information can be found in the HM Revenue & Customs Policy Paper published on 3rd March 2023 'Changes to VAT treatment of local authority leisure services'.

<https://www.gov.uk/government/publications/revenue-and-customs-brief-3-2023-changes-to-vat-treatment-of-local-authority-leisure-services/changes-to-vat-treatment-of-local-authority-leisure-services>

COMMUNITY HALLS

4.0 Type of Booking

4.1 Booking System

Bookings will usually be made online via our booking system known as "Bookteq". Should customers be unable to use the booking system they can contact a member of staff on 852808.

4.2 Casual Bookings

BPC operates a Book & Pay Policy for casual bookings for its Community Halls. Payment for these bookings must be made at the time of booking.

4.3 Block Bookings

Block Bookings are offered to existing hirers at the same day and time every week. Ideally they would be in 13 week blocks, but for the Community Halls we allow some flexibility.

Hirers from the previous season have 'first refusal' on taking up the next block, unless there have been any recorded issues as follows:

- Failing to pay on time
- Failing to apply for the next block in advance; minimum of six weeks required
- Breaking the Customer Code of Conduct and/or Terms and Conditions of Hire
- If BPC require the space for another activity

This list is not exhaustive, BPC reserves the right to refuse block bookings for any other reason.

Block bookings are usually applied for using the request facility via Bookteq. Hirers will await confirmation and receive a payment option. If the desired slot is not available, the club or organisation will receive a notification and apply for an alternative day or time. BPC will work with the hirers to find an alternative slot where possible.

4.5 Concessions

We may offer concessions for charities in the Community Halls, please contact us directly if you wish to discuss this.

4.6 VAT

We do not generally charge VAT for any activities held in the Community Halls.

Further information can be found in the HM Revenue & Customs Policy Paper published on 3rd March 2023 'Changes to VAT treatment of local authority leisure services'.

<https://www.gov.uk/government/publications/revenue-and-customs-brief-3-2023-changes-to-vat-treatment-of-local-authority-leisure-services/changes-to-vat-treatment-of-local-authority-leisure-services>

5.0 Payment

Hirers of all Braddan spaces are encouraged to use Bookteq for all their booking and payment needs.

5.1 Book & Pay

The Roundhouse and both of the Community Halls operate a 'Book & Pay' system through Bookteq with regards to casual bookings for leisure activities. Payment for these bookings must be made at the time of booking as per Bookteq functions.

5.2 Invoice

On occasion BPC will provide an invoicing account for Clubs or Organisations requiring such, using the information provided on their booking request.

Invoices **must be paid in advance** of the scheduled slot. Non-payment may lead to cancellation without notice by BPC.

5.3 Outstanding Debt

An individual hirer, group or club who has an outstanding debt with BPC will not be permitted to hire facilities or services until this debt is paid in full. Where late or non-payment is repeated, BPC reserve the right to prevent 'the party' from booking any facilities for a specified period.

5.4 Refunds

Except for in exceptional circumstances, at the Management Team's discretion, refunds will not be given for cancellations by the hirer. A credit for use within one year may be considered.

5.5 Cancellations

If BPC cancel a booking, for example, due to maintenance in the Sports Hall, inadequate staffing levels or warnings advising essential travel only, then a full refund will be provided to the hirer.

Where a hirer cancels a booking, please refer to 5.4 Refunds.

Where outdoor bookings have been subject to inclement weather resulting in the facilities having to be closed a refund or credit/postponement will be considered. Please see the Facility Closure Information within the Operational Document.

6.0 Conditions of Hire

All bookings across Braddan Parish Commissioner facilities will be subject to the Terms & Conditions of Hire including Customer Code of Conduct. These will be issued at the time of booking via Bookteq.

7.0 Booking Restrictions & Agreements

7.1 The minimum facility hire for block bookings during peak hours is as follows:

- 1/2 Sports Hall (i.e. 2 badminton courts)
- 1 hour per booking
- A block of 13 weeks

If the facility requirement is LESS than the above, hirers must opt for the casual book and pay option rather than block booking.

7.2 Block Bookings v's Casual Space – The Roundhouse

Peak Time falls between the following hours during the week:

Monday to Friday	6pm — 9pm
Saturday & Sunday	8am — 9pm

Outside of these hours, hirers can make casual bookings.

8.0 Priority Bookings

Where there is more than one hirer is requesting the same day and time slot, the following criteria will be used to determine the user, in this order:

1. Block booking
2. Length of booking
3. Overall use of facility by said clubs/organisations

4. Number of Participants
5. Sports are a priority over other clubs or gatherings (*excluding events)
6. At the discretion of BPC

As the sports hall is not deemed a national facility, BPC reserve the right to alter or review the above criteria at any time.

9.0 Miscellaneous Information

9.1 Sponsorship

Any organisation wishing to put up advertising banner or boards for a period of more than two days will enter into a sponsorship agreement with BPC. BPC will receive 50% of any income generated from the sponsorship agreement with the company in question.

9.2 Clubs & Organisations — Obligations

Hirers are required to have the following in place prior to use of the facility:

- Fit for purpose Public Liability Insurance
- Appropriate and up to date DBS checks for coaches, volunteers, and officials
- Adult or Child Safeguarding Policy and adequate training
- Appropriate risk assessment/s

Basic levels of Safeguarding training are available free of charge from the Safeguarding Board IOM.

9.3 Booking of Large-Scale Events

A large-scale event is one which requires a large portion of The Roundhouse facilities to be removed from use by the public for 12 hours or more. If the proposed event only uses part of the facility, the request will be looked at by the Roundhouse management team and provision for casual hirers and block bookings may be able to be found elsewhere, thus allowing the event to sit outside the category of 'large-scale'.

To protect the Roundhouse customers who utilise the facility all year round, a decision has been made by BPC to restrict the booking of large-scale indoor events to four per year.

Large scale events which utilise just the outdoor areas – village green/field can be booked at the discretion of BPC. They must consider any possible disruption or nuisance caused to neighbouring properties.

Organisers of large-scale events, prior to the booking being approved, must fulfil a number of criteria which will be outlined within meetings with a member of the Roundhouse team.

Please contact Braddan Parish Commissioners for a quotation.

9.4 Weddings

Subject to approval for a Place for the Solemnization of Civil Marriages and/or Formation of Civil Partnerships the Roundhouse will be offered as a wedding venue.

9.5 Children's Parties

Space for Children's parties can be booked up to two weeks in advance.

Helium filled balloons are not permitted in any part of the Roundhouse facility due to the potential to interrupt and activate the fire detection and sprinkler system. Regular balloons, balloons on sticks and balloon arches are permitted as are decorative banners and such like.

Should helium balloons be brought into the Centre and be released to the ceiling the cost of retrieving the balloon will be recharged to the person who made the booking. Costs may consist of but are not limited to items used to retrieve loose balloons, mileage, staffing costs, equipment used to reach heights, costs incurred due to fault and sprinkler activations from testing and maintenance contractors, damage to furniture, flooring, property and belongings from resulting water damage and loss of income.

10.0 Charges

The charges listed below are for the space only. Equipment must be arranged by filling out the required section on the booking system for sports and meetings for example, badminton nets, chairs and tables for meetings only or by liaising with The Roundhouse staff.

Any additional requirements such as sound, lighting, large quantities of chairs or furniture must be arranged prior by meeting with the Centre Manager or delegated event organiser.

Charges are reviewed annually in line with policy review. The Roundhouse reserve the right to apply a rise in charges with 30 days' notice.

CHARGES – The Roundhouse

10.1 Sports Hall

Please note that the minimum hire time for sports facilities is one hour.

Cost per hour - Sports Facilities				
Full Sports Hall				
Weekdays	08:00 - 17:00	17:00-18:00	18:00-21:00	21:00-22:00
	£30.00	£45.00	£57.00	£30.00
Full Sports Hall				
Weekends	08:00 - 21:00			
	£57.00			
1/2 Sports Hall				
Weekdays	08:00 - 17:00	17:00-18:00	18:00-21:00	21:00-22:00
	£15.00	£22.50	£30.00	£15.00
1/2 Sports Hall				
Weekends	08:00 - 21:00			
	£39.95			
1 Badminton Court				
Weekdays	08:00 - 17:00	17:00-18:00	18:00-21:00	21:00-22:00
	£7.50	£11.50	£14.25	£7.50
1 Badminton Court				
Weekends	08:00 - 21:00			
	£14.25			

10.2 Indoor Events

Charges for hiring the full sports hall:-

- Full day = £2,750 (8am to 10pm – there will be allowances for set up/clearing)
- Half day = £1,500 (8am to 3pm or 3pm to 10pm – there may be some flexibility with this depending on prebooking's, again set up/clearing will be a consideration)
- A deposit of 25% is required to secure a full or half day event.

Anything else subject to quote - controls over what's brought in and placed on the floor tables/chairs) etc.

10.3 Outdoor Events

Concessions for outdoor events will be subject to discretion, BPC will decide on a case-by-case basis.

Charity events will not impact on income generating events.

10.4 Rotunda

The Rotunda is a versatile space, we foresee usage for large meetings up to 24 people, or small conferences seated in rows, of up to 60 people. Business and events are charged at £25 + VAT.

It can be used as a small fitness area for yoga, Pilates and low impact sports/fitness classes at a zero Vat rate of £25 per hour.

There is special day rate for the Rotunda only. A nine hour day session can be booked at a discounted rate of £200 + VAT.

10.5 Weddings in the Rotunda

- £450 weekdays and weekend rates by negotiation.
- Available from 8am to 8pm in the evening.

A wedding would be considered a large-scale event and the planning of such would require a meeting with the Centre Manger.

10.6 Meeting Room

There is a small meeting room within the Braddan Parish Commissioners' Office that seats up to eight people and can be used for smaller meetings or training/tuition space.

- £12.50 per hour

10.7 Welcome Area

The welcome area can be used free of charge by groups and agencies to relay information to the public. All bookings are subject to approval by Braddan Parish Commissioners who reserve the right to refuse use. The information groups and agencies relay to the public when using this facility must be free from political and religious themes.

10.8 The Therapy Room

The Therapy Room can be hired at £12.50 + VAT per hour. It is a versatile space that can be used for small informal meetings or as a talking therapy space.

There are hair stations set up, should a mobile barber or hair stylist wish to use this space i.e. regularly on a Weekend morning or evening, they should consult with the Centre Manager on pricing.

10.9 Charges - Memorial Hall & Port Soderick Hall

Charges – from 1st April 2024	Time	Cost per hour
Weekdays	8am – 3pm	£11
Weekdays	3pm – 10pm	£15
Weekends	8am – 3pm	£13
Weekends	3pm – 10pm	£17

11.0 Appendices

'Event Booking Form'

11.0 Policy Number and Review Date

Date	Number	Creator(s) / Reviewer	Role	Change Reference
September 2023	1.0	G. Corlett C. McAllister	R&D Officer Centre Manager	No previous document
February 2024	1.1	G. Corlett	R&D Officer	Amendments to Halls prices
May 2024	1.2	C. McAllister	Centre Manager	Amendments to: 2.0 Policy Statement 3.6 Concessions 7.0 Booking Restrictions 8.0 Priority Bookings 9.5 Children's Parties 10.4 Rotunda 10.8 Therapy Room
September 2024	1.3	C. McAllister	Centre Manager	Amendments to Sports Hall Prices & addition of minimum hire charge.

APPENDIX 1



1.0 Contents

- 1.0 Contents**
- 2.0 Statement**
- 3.0 Details**
- 4.0 Payment**
- 5.0 Sponsorship**
- 6.0 Layout**
- 7.0 Equipment for Quotation and Supply by BPC**
- 8.0 Licenses Required**
- 9.0 Signatures**
- 10.0 Form Review Date**

2.0 Statement

Braddan Parish Commissioners' ("BPC") receive bookings for the use of facilities, such as, the Memorial Hall in Union Mills and Port Soderick Hall. The Roundhouse offers further facilities for hire such as the Sports Hall, Function Room, Meeting Room, Soft Play and Village Green. This form is required in every case for an event, regardless of the scale. This is completed in conjunction with the Centre Manager or delegated member of staff. All coloured sections must be completed.

3.0 Details

Contact Name

Company

Address & Postcode

Phone number

Email

Date Required

Times Required

Areas Required

Type of Event

Expected Turnout

Staff Organiser

4.0 Checklist

- 13 weeks in advance to minimize disruption to block bookings; Sports Hall/Rotunda
- Appropriate time for outdoor event, if applicable
- Adequate event personnel
- Risk assessment from Hirer
- Event Management Plan
- Fit for Purpose Liability Insurance from Hirer
- DBS Checks in place for Hirer & Staff
- Adult/Child Safeguarding Policy and training for coaches, volunteers and officials

Basic levels of Safeguarding training are available free of charge from the Safeguarding Board IOM: SafeguardingBoard.CO@gov.im

5.0 Sponsorship

Any organisation wishing to put up advertising banner or boards for a longer period more than two days will enter into a sponsorship agreement with BPCs'. BPCs' will receive 50% of any income generated from the sponsorship agreement with the company in question.

- Sponsorship Total for Period.....@50% payable.....

6.0 Layout

Please provide a brief description of desired layout for the hired space i.e. meeting, seated rows, concert with extendable bleachers, dance competition, conference, training area:

.....

.....

.....

7.0 Equipment for Quotation and Supply by BPCs' inc. Other Considerations

- Lighting
- Sound
- Sports hall Carpet
- Chairs
- Tables
- Other Furniture
- Curtains/Dividers
- Hire of bins
- Marquee
- Parking
- Catering
- Any other equipment or considerations:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

8.0 Licenses Required

- Special Event Liquor License
- Public Entertainments Event License
- Gambling License
- Occasional Public Entertainment Event License (an OPEEL)
- PPL PRS License

PPL PRS - Function rooms and events; Life events such as weddings, christening, birthday parties etc. to celebrate an important family occasion and where the only attendees are family and close friends of the hirer and there is no charge for the event.

Each event outside of this will require a Special Featured Entertainment licence.

9.0 Signatures

Signed (customer) Date

Signed for BPC Date

10.0 Form Review Date

Date	Number	Creator(s) / Reviewer	Role	Change Reference
February 2024	1.0	G. Corlett C. McAllister	R&D Officer Centre Manager	No previous document

