

Our Ref:

Mossley Mill, Carnmoney Road North
Newtownabbey, BT36 5AQ 02890 340210

APPLICATION FOR HIRE OF CONFERENCE FACILITIES

Details of Hirer	
Organisation/Company name	Order Number:
Charity Registration No (if applicable)	
Full name	Position
Address	Billing Address if different
Postcode	Postcode
Tel number	Tel number
Email	Email

Event name: _____

Dates Required _____

Access Time	Event Start Time	Event Finish Time	Exit Time

Nature of Event (please tick) Exhibition Training Meeting Conference Workshop Dinner

INDICATE REQUIRED ROOM		Please tick ✓				
MOSSLEY MILL NORTH	No of Attendees	Classroom Style	Board room	Theatre Style	Dinner Style	Other
Linen Suite incl the Linen Room						
Auditorium						
Spinning Room						
Braiding Room						
Doffer Room						

AUDIO VISUAL	AVAILABILITY					If Required (Please ✓)
	Auditorium	Linen Suite	Spinning Room	Doffer Room	Braiding Room	
Data projector	Yes	Yes (2 of)	Yes	Yes	Yes	
Overhead projector screen	Yes	Yes (2 of)	Yes	Yes	Yes	
Lectern	Yes	Yes	Yes			
Visualiser		Yes				
DVD Player	Yes	Yes				
Radio Microphone	Yes	Yes	Yes			
24 Microphone comms system			Yes			
Laptop	£50	£50	£50	£50	£50	
Internet Access	Yes	Yes	Yes	Yes	Yes	
Extra microphone	£30	£30	£30			
Extra speaker	£30	£30	£30	£30	£30	
Plasma TV	£50	£50	£50	£50	£50	
Ipod with Music	£20	£20	£20	£20	£20	
Technical Assistance	£25 per hour					

CATERING REQUIREMENTS:

Please consult the menus in the conference pack.

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 SEVEN WORKING DAYS prior to the event.

Please ensure you note any special dietary requirements for your delegates

Bar Required Yes / No

Serving Time	Requirements (please see Menu for options)	Number of Delegates	Cost per person	Total Cost per day
Total				£

Catering Total Cost per day x _____ days = Total Catering Cost £_____

ROOM DETAILS	Half Day Rate	Day Rate	Evening Rate	Hourly Rate	No of days	Room Hire £ Cost
Auditorium	£350	£500	£500	-		
Linen Suite	£225	£350	£350	-		
Spinning Room	£150	£250	£250	-		
Doffer Room	£90	£150	£150	£30		
Braiding Room	£60	£100	£100	£20		

Total Catering Cost £_____ plus Room Hire Cost £_____ = Total Cost £_____

HOW DID YOU HEAR ABOUT US? (please tick)

Meet at The Mill Website	<input type="checkbox"/>	Staff Contact	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>	Meet at The Mill Brochure	<input type="checkbox"/>
Trade Show	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>
Existing Customer	<input type="checkbox"/>		<input type="checkbox"/>

Meet at The Mill 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.

I have read and will abide by the terms and conditions for room hire for Meet at the Mill.

Name _____

Date _____

Leisure Services, Newtownabbey Borough Council, Mossley Mill, Newtownabbey, BT365QA
 02890 340210 meetatthemill@newtownabbey.gov.uk www.newtownabbey.gov.uk

Received at BSU: _____	Date _____
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TERMS AND CONDITIONS OF HIRE BOOKING OF 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 or by paying cash at Mossley Mill Reception. 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**
- Evening and weekend bookings are possible subject to staff availability.
 - Morning events must vacate the room by 1.00pm.
 - Afternoon bookings begin at 2.00pm and rooms must be vacated by 6.00pm.
- 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.
- 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 AND 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.
- (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 your booking we reserve the right to offer you 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.

- 10. CHARGES** The Council reserves the right, to amend charges for the facilities without notice.
- 11. ADMISSION** 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.
- 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.
- 12. SUPERVISION** The Hirer is responsible for:
- (a) The administration, organisation and hiring of the particular events.
 - (b) Preventing disorderly conduct and supervising all participants, visitors and spectators.
 - (c) Ensuring the premises are left in the condition first found.
- 13. CHILD PROTECTION** The Council has a Child Protection Policy in place, a hard copy is available on request or can be accessed through the Council's website at www.newtownabbey.gov.uk/policies
- 14. LOSS OF PROPERTY** 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.
- 15. DAMAGE** 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.
- The Hirer must inform trainers/facilitators that it is not permitted to affix items to the walls of the rooms using pins, blu-tac, cellotape or other means likely to cause damage.
- 16. GAMBLING** No collections, games of chance, sweepstakes or lotteries nor any betting may be conducted on the premises without the prior consent of the Council.
- 17. MARKETING AND PUBLIC RELATIONS ON COUNCIL PREMISES** Professional photographers must obtain permission from management to operate in the premises.
- 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.
- All posters and publicity material should refer to the premises by its full name and postal address. If the Hirer requires the use of the Council's logo permission must be obtained from the Council's PR and Marketing section.
- 18. COMPLIANCE WITH LEGISLATION** The Hirer shall be required to comply with all relevant legislation including Health and Safety and Equality legislation.
- 19. PRE-REQUISITES** 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 Mill to familiarise themselves with the room.