

TERMS AND CONDITIONS GOVERNING THE GRANTING OF RESERVATIONS AT RATOATH COMMUNITY CENTRE

To help us perform our tasks and provide a quality service to you, we have set out a list of terms and conditions which are applicable to all of clubs/groups/individuals using the Community Centre.

- All clubs/groups/individuals applying to use the facilities within Ratoath Community Centre must fully and accurately complete the official application form, have it signed by a responsible official and sent to the Manager, Ratoath Community Centre.
- All bookings must produce evidence of Public Liability Insurance. Such insurance must have a minimum limit of indemnity of €2.5m. No bookings can be accepted unless accompanied by such evidence. All clubs/groups/individuals using the premises must report any changes in circumstances regarding their insurance details in writing to the Centre Manager.
- The signatory of the booking form is responsible for payment to the Centre. All payments must be paid in advance of using the facilities. Fees are due per session on the date used by the club/group/individual. No credit is allowed unless pre-agreed with the Centre Manager. All cheques must be made payable to Ratoath Community Centre. Third party cheques will not be accepted.
- The hirers shall be liable for payment for cancellations of bookings where notice is less than 48 hours. In the case of special event bookings, minimum notice of cancellation is 8 days. Please note that this condition will be strictly adhered to. Cancellations may be made in person, by telephone, or in writing, a record of all cancellations are kept on file for reference.
- The hirers may not transfer the booking to any other club/group/individual, nor may they share sessions in whole or in part with any other club/group/individual, without prior consent, in writing, from the Centre Manager.
- The time booked includes time for setting up and clearing away of any equipment and fixtures.
- In the event of it being necessary to suspend regular bookings to permit the holding of special events or to facilitate repairs, no claim shall lie against Ratoath Community Centre in respect of loss or inconvenience or any damage suffered.
- Before permission is granted to use the Centre, your application must be approved.
- The hirers shall ensure that sufficient competent persons are in constant attendance on behalf of the hirers, during the period of the booking, to supervise the proper and safe use of the facility and the building by members of the club/group and should ensure that children are supervised at all times. The hirers shall ensure that all persons present during their exclusive booking are members of their club/group.
- Items of equipment must be returned to their proper storage area after use before the booking time is over. Failure to comply with this request may result in the booking time being curtailed or cancelled.
- Any breakages or faults with equipment should be reported immediately to reception. Damage to premises or equipment must be paid for by the club/group/individual responsible.
- The display, on centre premises, of notices or advertisements other than those specifically authorised by the Centre Manager is prohibited.
- Each club/group/individual is responsible for cleaning and tidying of the rooms allocated to them after use. (Cleaning equipment available at Reception).
- Club/group leaders/individuals must report to Reception and sign in and are responsible for receiving and returning keys to Reception.
- Each club/group leader/individual must complete an attendance record for their club/group and keep it in their possession in case of emergency.
- It is the duty of club/group leaders and coaches to ensure the following:
 - That all members in their club/group use equipment properly, with due care for their safety and the safety of others.
 - That no one else uses the equipment immediately before, during, or after their event i.e. outside the class instruction time.
 - That equipment is replaced in a safe manner or, alternatively, that any faults be reported immediately to staff on duty.
 - Each club/group is responsible for the equipment.
 - That the club/group must have vacated the room hired to them at the end of the time period allocated.
- Management reserves the right to refuse admission. Persons deemed to be under the influence of alcohol or drugs will not be permitted into the Centre.

Failure to comply with any of the above terms and conditions may result in termination of the booking without notice.

The Management cannot be held responsible for articles lost/stolen/damaged on the premises or surrounding area.

NO BOOKINGS CAN BE ACCEPTED UNLESS ACCOMPANIED BY EVIDENCE OF PUBLIC LIABILITY INSURANCE WITH A MINIMUM INDEMNITY OF €6.5 MILLION.



Main Street, Ratoath, Co. Meath

Tel: 01-6895600 | Fax: 01-6895601 | Email: info@ratoathcc.ie | Web: www.ratoathcc.ie

• APPLICATION FORM •

GROUP DETAILS

Official Name of Club/Group	<input type="text"/>		
Contact Name	<input type="text"/>		
Position	<input type="text"/>	Date	<input type="text"/>
Contact Address	<input type="text"/>		
Home Tel	<input type="text"/>	Mobile	<input type="text"/>
Office/Work Tel	<input type="text"/>	Other	<input type="text"/>
Email	<input type="text"/>		
Type of Activity being booked	<input type="text"/>		
Type of Group <i>(Please tick one)</i>	<input type="checkbox"/> Community	<input type="checkbox"/> Commercial	
Where are you based <i>(Please tick one)</i>	<input type="checkbox"/> Ratoath	<input type="checkbox"/> Other	

INSURANCE DETAILS

Does your Club/Group have insurance cover?
(Please tick one) Yes No

Type of Cover	<input type="text"/>		
Name of Insurance Company	<input type="text"/>		
Policy Number	<input type="text"/>	Expiry Date	<input type="text"/>
Child Protection Policy	<input type="text"/>	<i>(Where Applicable)</i>	
Garda Vetting	<input type="text"/>		

NO BOOKINGS CAN BE ACCEPTED UNLESS ACCOMPANIED BY EVIDENCE OF PUBLIC LIABILITY INSURANCE WITH A MINIMUM INDEMNITY OF €6.5 MILLION. A COPY OF YOUR INSURANCE CERTIFICATE MUST ACCOMPANY THIS APPLICATION.

I have read the terms and conditions (overleaf) governing the granting of reservations in Ratoath Community Centre and hereby agree to comply with these terms and conditions.

Signature: _____

Office Held: _____ Date: _____

Should you need any assistance in completing this Application Form, please contact the Community Centre:
 Tel: 01-6895600 | Email: info@ratoathcc.ie

FOR OFFICE USE ONLY

Date Application Received: _____

Received By: _____

Approved Yes/No: _____

Comments: _____

Date Approved: _____

Approved By: _____

For Administration Dept:

Date of Invoice: _____ Invoice No. _____

BOOKING REQUEST

Facility Required The Venue - Hall Lagore Room Glascarn Studio
 Boardroom Training Room Pulse

Note: use separate Application Forms for each Facility

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
STARTING TIME							

HOLIDAYS/ BANK HOLIDAY MONDAY							

NO. OF HOURS REQUIRED							

The time booked must include time for setting up and clearing away of any equipment and fixtures.

NO. OF WEEKS REQUIRED							

START DATE							

Activity/Function: _____ Numbers Attending: _____

Equipment Needed: _____

Signature of Applicant: _____

Date: _____

Position: _____

If you require any of the following, please indicate:

Seating (Nos.): _____ Tables (Nos.): _____