

APPLICATION FORM

GROUP DETAILS

Official Name _____
 of Club/Group _____

Contact Name _____ Email _____

Contact Address _____

Type of Activity _____
 being booked

Type of Group _____

BOOKING REQUEST

Facility Required The Venue Theatre Lagore Room Glascarn Studio Boardroom
 Training Room Dressing Room

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
STARTING TIME							

HOLIDAYS B/H MONDAY							
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NO OF HOURS REQUIRED							
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The time booked must include time for setting up and clearing away of any equipment & fixtures

NO OF WEEKS REQUIRED							
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START DATE							
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EQUIPMENT NEEDED

INSURANCE DETAILS

Does your Club/Group have insurance cover? _____

Type of Cover? _____

Name Of Insurance Company _____

Policy Number _____ Expiry Date _____

Child Protection Policy _____

Garda Vetting _____

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.

TERMS AND CONDITIONS FOR ROOM RESERVATIONS WITHIN ST OLIVER'S COMMUNITY CENTRE CLG T/A

RATOATH COMMUNITY CENTRE. (the Occupier is the user who has completed booking form and responsible for the activities within their booking)

Booking are only accepted on the completion of booking form which is deemed to accept the terms and conditions outlined below:

- a) All occupiers must provide evidence of their insurance EL and PL cover to the minimum of €6.5 m as per the requirements of our insurance company. Any changes must be notified to SOCC
- b) All occupiers with direct access to minors must provide Child Protection Policy and Garda Vetting approval.
- c) All occupiers must have adequate supervision on a Child/Adult ratio. Ultimately the welfare of the participant is solely the responsibility of the occupiers.
- d) All occupiers must have register of attendance with easy access in the case of any emergency
- e) Cancellation of booking must be notified in writing (only) 24 hours prior to booking otherwise room will be charged at the agreed rental rate.
- f) Room booking is for the agreed occupier and should not be transfer to a 3rd party
- g) The booking time includes set up and clear up – other conditions outside this arrangement should be agreed at time of booking in writing.
- h) Damage/disposal of any equipment deemed the property of SOCC which need replacement or repair will be deemed the responsibility of the occupier.
- i) All occupiers should sign in prior to occupancy and out on completion – front office
- j) All data received from the occupier will be used (in accordance with our company policy on GDPR)
 - 1) For our Scheduling system
 - 2) For our accounts department
 - 3) For our maintenance department,
 - 4) For the promotion of their classes within SOCC via, verbal, social media and internal public notice boards.
- k) On completion of Booking forms - - SOCC will hold a password protected file on our system – including all relevant data – manual documentation will be disposed of by shredding.

I have read the terms and conditions above governing the granting of reservations in Ratoath Community Centre and hereby agree to comply with these terms & conditions

Signature _____ Office Held _____
Date _____