

### **Booking Form**

Name of Group \_\_\_\_\_

Room(s) to be rented \_\_\_\_\_

Date & Time \_\_\_\_\_

(include time for preparation and tidying)

Purpose of Room Hire \_\_\_\_\_

Contact Person (BLOCK CAPITALS) \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact email \_\_\_\_\_

Billing email \_\_\_\_\_

P.O. Number or Reference if required on invoice \_\_\_\_\_

Rental customers are required to respect the facilities and equipment and only use them during the times agreed and only for the purposes outlined in the Booking form. Any damage to Hall property or equipment will incur an additional charge, to repair or replace said property or equipment.

Additionally they will:-

- Provide a copy of their insurance (where applicable and agreed)
- Provide a copy of your safeguarding statement where children or vulnerable adults may be in attendance.
- Leave the facilities as you find them.
- Dispose of any rubbish in the bins/bags provided and remove if more than 1 refuse bag
- Ensure no personal property is left on the premises (The Neighbourhood Hall does not take responsibility for lost property)
- Inform and share any documentation on any incidents or accidents that occur whilst on the premises.

Please read attached **Terms & Conditions** carefully. If you require clarification please phone or email [jenny.cooke@frmcgrathcentre.ie](mailto:jenny.cooke@frmcgrathcentre.ie)

I have read and accept the Terms & Conditions. I the undersigned accept and understand that breach of any of those conditions may result in additional charges and / or termination of bookings.

**\*Signature** \_\_\_\_\_

**\*Date** \_\_\_\_\_

### **Terms & Conditions of use of The Neighbourhood Hall**

- Cars are not permitted to park in the private residential area around the Hall. There are car parks close by at St Canice's Church and the Black Abbey
- All internal areas of The Neighbourhood Hall are strictly alcohol, drug and smoke free zones
- Adequate and appropriate adult supervision of children and minors need to be provided and controlled by the group booking the space. Children are not allowed to run in corridors or be in the kitchen
- Other sections of the premises may be in use at the same time. In such cases due consideration of other users is expected
- Be courteous and respectful of all users and staff. Avoid confrontations
- Noise levels need to be kept at a respectable level as during the day there are offices operating on the premises and in the evening be respectful of the older residents living in close proximity
- Respect the Hall property. Any costs incurred due to damage to property will be charged to person as signed on booking form
- Only the space booked is to be used, with the exception of toilet facilities. If other spaces are used additional charges will apply. The space is only to be used for the purpose stated on the booking form
- Premises need to be entered and vacated at agreed times, all refuse tidied away and removed if more than 1 bag. Otherwise additional charges will apply
- Rental fees are required to be paid after each booking. In certain cases a booking deposit may be required
- **Cancellation up to 10 days prior to booking is accepted without charge, however cancellation during the 10 days prior to booking will incur a cancellation fee of €50**
- It MAY be necessary on occasion to facilitate other events. As the Hall is vibrant part of the local Parish, certain parish events will take precedence over other bookings and cancellations may occur.
- **If any of the above conditions are not respected it will result in the termination of booking and further bookings will not be accepted.**