

# Howth Road Mixed N S - Hall bookings - Terms & Conditions

Things to note:

The General Purpose hall (badminton court size) is the **only room available** to rent.

- Off it, there is a UA Toilet and a small servery.
- There is NO storage available!
- There is only a very limited parking available on site within the school grounds.
- There is no parking in the Church grounds!

## Availability:

Renting is on hourly basis but must **include both opening/set up and closing up time.**

Availability will reduce as bookings come in.

Mon-Fri		Afternoons 4pm - 6pm or	Evenings 7pm - 11pm
Sat	Mornings 10am - 1pm or	Afternoons 2pm - 6pm	
Sun		Afternoons 2pm - 6pm	

During school holiday periods

Mon-Fri Mornings 8am - 6pm                      &/or                      Evenings 7pm - 11pm

## All hall users must:

Respect the building.

- Have the venue tidy and be vigilant of health and safety at all times.
- Have child protection policy in place IF any members are UNDER 18 (we require details)
- Have your own First Aid box with you
- Insurance - It is a requirement to have a minimum of €2.6 million and INDEMNITY in place (full details given if proceeding with the booking). (This is usually standard on most policies).
- Deposit is required at start of contract.
- Rent is required at the start of each rental period (not in arrears)
- Key holders will be required to sign for keys - Any loss of keys will require payment of €250 to allow for replacement to all hall users.
- Any damage must be reported IMMEDIATELY to the school.
- Any injury must be reported IMMEDIATELY to the school.
- Make sure the building is tidy / water off / windows closed and premises secure when leaving.

**Renting is only agreed when full paperwork has been received**

**(including: 1. Full application 2. Child Protection details (if applicable) 3. INSURANCE and 4. Deposit)**

**and we have confirmed terms and conditions in writing**

March 2019