

# TERMS AND CONDITIONS OF ROOM HIRE

## General Terms and Conditions

- Rialto Development Association CLG (RDA) is committed to developing and maintaining St. Andrew's Community Centre as an important community facility. Please note all bookings are subject to approval by management (i.e. the Centre Manager on behalf of the RDA). The Hirer must submit his/her booking application form no later than Thursday of the week prior to the event being booked to ensure management can roster staff in time.
- The Hirer shall use the room(s) assigned to him/her/them for the purpose agreed in the application. Any alteration to the use without prior approval of management will lead to an automatic forfeit of the use of the Centre. The Hirer cannot re-hire their space to other groups without the express approval of management.
- The Centre may be unavailable on occasions sparingly at the discretion of management, for e.g. polling days for elections, emergency repairs, the annual pantomime/play, or RDA Community Events. Hirers will not be charged for any time not available to them as a result of such arrangements. Where already paid for, the value of the time lost will be deducted from the next payment due.
- The Centre's opening hours are 9am to 10pm 7 days a week. For exceptional circumstances, bookings after 10pm may be arranged at the discretion of management and will be subject to additional conditions.
- In the event that the Centre is not open for the Hirer's scheduled booking time (evening or weekends), the Hirer may contact the emergency number 086 – 792 7899 or 087 – 167 9637. For circumstances outside of the control of the RDA, the RDA cannot be held liable for loss of earnings as a result of a booking forfeited.
- The Centre does not have authorisation to permit the sale and purchase of alcohol on the premises.
- The Centre's kitchen facility is not available for hire. Catering services are available subject to sufficient notice given.
- The Hirer's booking time allows a maximum of 15 minutes, without charge, before and after the requested booking time for the Hirer/group leader to prepare the room. Only 15 minutes before and after is granted free of charge. This is for the Hirer/group leader(s) only. If this is not sufficient, additional time must be pre-booked and paid for.
- The Hirer must vacate the hall/rooms promptly at the end of their allotted time to facilitate others. Hirers should be aware that several groups may be utilizing the Centre at the same time and that the Caretaker on duty will need to prepare the room for the next booking.
- Any complaints in relation to booking(s) must be detailed in writing and addressed to the Centre Manager.

## Data Protection (GDPR)

- Rialto Development Association may collect the personal information of the Hirer when a booking is being made and retains this information for confirmation/contact purposes. This information is not shared with anyone else unless we have your explicit consent.

## Insurance

- The Hirer must have their own public liability insurance. Applicants must enclose their original insurance certificate which will be photocopied, held on file, and the original returned to them. The Hirer must ensure that their public liability insurance extends to: the use of St. Andrew's Community Centre for the purpose of the hire; attendees/participants; and the employees and equipment of the Hirer where applicable.

## Payment

- Payment for room hire must be made prior to or at time of usage. No credit is given unless previously agreed with management. Where credit is given, invoices are payable within 30 days maximum.
- All bookings for private social functions must be paid in full in advance. An additional deposit of €100 is also required for any private function being held on the premises which is refundable after the event.
- Payment options are cash, cheque, postal order or by electronic funds transfer. Cheques/postal orders must be made payable to Rialto Development Association.
- If agreed payment arrangements are not honoured, bookings may be terminated immediately.
- Rates for room hire are decided by management and are based on an hourly rate. The standard rates are as follows: Hall = €30 per hour private/€27.50 per hour community; Training Room = €16.50 per hour; Dining Room = €16.50 per hour; Recreational Room = €16.50 per hour. Yellow Room = €10 per room.

- A deposit is payable on equipment being hired from the Centre, which is refundable once the equipment is returned undamaged.

### **Cancellation Policy**

- It is our policy to charge full price for any no-shows and cancellations made with less than 24 hours' notice.

### **Condition of Premises**

- The Hirer agrees to leave the facility in a similar state to which it was found before use. Any maintenance issues should be reported to the Caretaker on duty or, in their absence, the Centre Manager.
- The Hirer shall not be entitled to leave personal property or equipment without prior permission of management. The RDA does not accept any responsibility for, including the loss or theft of, any personal property or equipment left on the premises.
- The Hirer is liable for any damages to the facility and its contents caused by the group. Cost of reinstatement shall be paid upon the Hirer being furnished with an invoice of the cost of repairs by management.

### **Health and Safety**

- The Hirer must ensure that a competent, qualified adult is in attendance to supervise the proper and safe usage of the Centre by members of their group. Each group will have responsibility for the behaviour of their participants during scheduled activity and arrival and departure. Management do not accept any responsibility for any injury to individuals whilst on the premises.
- Where children are in attendance, please be advised that it is the Hirer's responsibility to follow child protection guidelines as management do not accept responsibility for unsupervised children/young people in, or in the vicinity of the Centre.
- The Hirer, or their representative, must **on every occasion** sign the group in and out at reception. On signing out, the Hirer must confirm the number of attendees to the receptionist/caretaker on duty.
- The Caretaker on duty will provide access to the room being hired and s/he is available to assist with room layout arrangements.
- Please advise the Caretaker on duty if toilets need attention.
- All spillages must be reported to the Caretaker on duty.
- Any breakages and damage to the premises and the Centre's property must be reported to the Centre Manager.
- All accidents must be recorded and reported to the Centre Manager.
- Please note that the First Aid box and defibrillator are located at Reception.
- Smoking is not permitted by law in any part of the inside of the building.
- The Hirer or their representative, must make themselves aware of exits and advise attendees of these and the assembly point outside the building (outside the Rialto Community Drug Team on the main footpath and on Carrick Terrace).
- Users and their visitors must follow any safety instructions given by St. Andrew's Community Centre staff.
- Due to the current Covid-19 pandemic, Hirers must familiarise themselves with RDA's Covid-19 Response Plan.

Additional terms and conditions specific to this booking (*filled in by management only*): \_\_\_\_\_

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The Hirer must agree to the terms and conditions of this booking application and adhere to all policies and procedures of St. Andrew's Community Centre while on the premises. Failure to do so may result in the use of the Centre space being withdrawn by management. Confirmation of the booking will be made within seven days from the receipt of the signed booking application form, the Hirer's public liability insurance form, and compliance with the payment agreement. One copy of this document shall be retained by the Hirer and one copy shall be held on file with management. Hirers are advised not to do any promotion or advertising until they have received written confirmation of their booking from management.