**APPLICATION FORM FOR ROOM HIRE**

1. **Contact Details**

Name of Hirer: .........................................................................................................................................................................................................

Address: ...................................................................................................................................................................................................................

....................................................................................................................................................... Tel No.: .....................................................

Contact Name: ........................................................................... Tel No.: .................................... Email: ...............................................................

2. **Room Required**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Dates*** | ***Times*** | ***Room*** | ***Purpose/Activity*** | ***Number of persons attending*** | ***Name of Person in Charge*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. Insurance Details**

Name and address of Insurance Company: ..............................................................................................................................................................

Policy Number:………………………………… ............................................................................. Expiry Date of Policy: .....................................................

***[All Hirers using North West Clare Family Resource Centre must have their own insurance policy and sufficiently indemnify North West Clare Family Resource Centre Ltd. against any claims. Please attach a copy of your current Insurance policy clearly showing North West Clare Family Resource Centre Ltd. indemnified thereon.****]*

 ***Office Use Only:***

*Fee Applicable: ……………………………………………………………….*

*Approved: ……………………………………………………………………...*

*Dated: ……*………………………………………………………………………..

**Room Hire Policy for North West Clare Family Resource Centre (NWCFRC) (including Terms and Conditions of Use).**

This room hire policy and agreement document is designed to provide persons, groups and/or organisations using rooms in North West Clare Family Resource Centre with an understanding of the NWCFRC’s room hire policy objectives and how the NWCFRC administers its rooms for hire. Any application for a booking will be considered on a case by case basis by appointed staff, and the approval and acceptance of same or the rejection will be at the absolute discretion of the NWCFRC Manager. The terms and conditions and room hire charges contained herein may vary from time to time but any such variation shall not negate this agreement and NWCFRC shall not be under any obligation to

explain the reasons for any such changes.

The North West Clare Family Resource Centre aims to achieve the protection of children and vulnerable adults and those who work with children and vulnerable adults and also promote good practice in this regard. Where a Hirer1 and/or User2 works with children and vulnerable adults the NWCFRC will only enter into an agreement to hire a room with that Hirer and User if they can furnish a copy of their policy and procedures for safeguarding children and adults who may be vulnerable, derived from and consistent with the current Children First National Guidance. This agreement will be reviewed on an annual basis.

**Operating Hours**

Room hire is available any day between the hours of 9am and 9.30pm. Due consideration must be given to the surrounding residents with noise kept to a minimum upon leaving the premises.

**Booking Procedure**

All **bookings** for the rooms available for hire are to be made through North West Clare Family Resource Centre on phone number **065-7071144** during office hours **9.30am to 4pm, Monday to Friday*.***

In order to confirm a booking the completed application form is to be returned signed and dated to North West Clare Family Resource Centre. Application forms are to be signed by the Hirer, being a person aged 18 years or over. The Hirer is responsible for the payment of the room hire charges and any other charges arising from the booking, and for the observance of these terms and conditions. Failure to meet any of the within terms and conditions by the Hirer and User could result in permission to use the facilities being withdrawn. The maximum number of persons in The Bridge Room for conference/seminar purposes is 35 persons seated. The maximum number of persons in The Bridge Room for non activity/training meeting purposes is 20 persons seated and for The Sunshine Room is 10 persons seated. The maximum number of persons per room for activity based purposes will be decided upon and agreed with NWCFRC on a case by case basis. The Hirer must ensure that the number of persons does not exceed the maximum numbers allowed as set out above or agreed with NWCFRC, and is required to maintain an Attendance Sheet, copy of which is to be furnished to the NWCFRC Manager or their representative when called upon to do so*.* Under certain circumstances, a reduction in room hire charges may be agreed, where a Hirer who operates on a non-profit basis, who does not have access to funding and who is providing a benefit to the community or whose activity is charitable in nature, can avail of a reduced room hire charge on a once off or occasional use basis. Where the Hirer, availing of the reduced room hire charges, wishes to hire the room on a regular basis, then the full room hire charges will apply in the usual way. All applications for a reduction in room hire charges will be considered on a case by case basis.

**Block booking charges**

In relation to The Bridge Room, block booking charges and arrangements will be decided on a case by case basis. In relation to smaller meeting rooms a block booking charge of €20 applies per half day (9am-1pm/1pm-5pm)

**Room Hire Charges**

|  |  |  |
| --- | --- | --- |
| **Category of Hirer**  | **Hourly Rate** | **Purpose**  |
|  | **Before 5pm** | **After 5pm** |  |
| **Community Group** |  |  |  |
| Committee MeetingGroup Activity  | €5€7.50 | €5€12.50 | Non-activity – seminar/talkNominal contribution based activity  |
| **Statutory/Local Development Agencies\***Training/Consultations | €10 | €12.50 | Client/Training services |
| **Private/Commercial Group** |  |  |  |
| Group activity  | €12.50 | €15 | Profit based activity |

**\*Statutory/Local Development Agencies** are deemed to include but not limited to the following bodies: the H.S.E., V.E.C., C.L.D.C., C.I.O.C., C.S.E.S.

**Payment Terms**

Room Hire charges are invoiced on a monthly basis, and payment is expected within 14 days of receipt of invoice. Payment is by electronic transfer or cheque payable to North West Clare Family Resource Centre. A receipt will be issued upon request.

**Right of Refusal**

NWCFRC reserves the right in its absolute discretion to refuse to accept any application for a booking, or to cancel any booking already made, and are under no obligation to provide reasons for rejecting or cancelling said application or booking nor to put their reasons in writing, and the NWCFRC shall not be liable in any way for any loss or damage arising out of said rejection or cancellation.

**Disputes**

In the event of a dispute or difference arising as to the interpretation of the agreement or as to anything therein contained, or as to the meaning of any of the within terms and conditions, the decision of the Board of Management thereon shall be final and conclusive.

**Security/Key Bond**

The Hirer during the period of hire is responsible for the supervision and security of the rooms hired. The Hirer shall keep safe and not copy, or give to any third party, the keys provided to the Hirer to gain access to the rooms hired and shall return them to the NWCFRC immediately upon request. In the event that the Hirer and/or User loses their keys the Hirer shall promptly pay for the cost of replacement and in that regard the Hirer is to provide a €40 Key Bond. The €40 is refunded upon the return of the key in the case of once off or occasional hire. Where a Hirer hires a room on a regular basis, the €40 key bond will be retained until such time as the Hirer has notified the NWCFRC that he/she no longer requires access to the room on a regular basis and returns the key. A written record of any key issued will be maintained and it will be the responsibility of the Hirer to ensure their name is removed from the Key Register upon the return of a key.

**Public Liability/Indemnity**

The NWCFRC, its servants, agents or other connected persons accept no liability or responsibility for death, injury, accident, damage, loss or claims and costs (including but not limited to legal costs) howsoever caused to the Hirer and User or their possessions or property arising out of or in connection with the hire of the rooms in the NWCFRC. The Hirer accepts that it is primarily liable for any accident, death, accident or injury that arises out of or in connection with the hire of the rooms in the NWCFRC and agrees to indemnify the NWCFRC against all claims, demands, loss, causes of action, damage, judgments or costs (including but not limited to legal fees) arising from or in consequence of any statute or common law in respect of personal injury to, or death of, any person or in respect of injury, loss or damage to property, real or personal, including cash owned by a third party including NWCFRC, arising out of or in connection with the hire of the rooms in the NWCFRC where the death, injury, accident, loss or damage arises out of or in connection with hire of the rooms in the NWCFRC and is caused by the negligent act or omission or wilful misconduct or beach of statue, or any breach of this Hire Agreement by the Hirer or User. It is the responsibility of the Hirer to fully inform itself and the Users of the within agreement so that the Hirer and User are aware of their responsibilities and the terms and conditions of hire. The Hirer shall be responsible for making adequate arrangements to have sufficient insurance to cover all their activities and to insure against any third party and public liability claims that may lie against the Hirer and/or User. The Hirer shall not sub-let or use the hired rooms for any unlawful purpose or in any unlawful way or do anything which may endanger the hired rooms, or any insurance policies relating thereto. The Hirer must have their own insurance policies and shall furnish satisfactory evidence that the NWCFRC is named and indemnified on the Hirer’s insurance policies.

**Cancellation of Room Hire**

The Hirer who hires rooms on a regular basis is required to give at least two weeks notice prior to the date of hire if they plan not to use the room, otherwise the full hire fee will be charged. The Hirer who hires rooms on a once off or occasional basis is required to give at least one weeks notice prior to the date of hire, otherwise a 25% cancellation fee of the room hire charge will apply.

**Parking**

The Hirer and User may use subject to availability the designated parking bays to the rear of the building for parking strictly for the periods of hire only. Motor vehicles are not to be parked so as to cause an obstruction or danger. NWCFRC does not accept liability for loss of, theft or any damage to any motor vehicle or its contents.

**Noise Management**

The Hirer and User is to be conscious of keeping noise to a minimum at all times, given the residential character of the area. No activity shall continue beyond 9.30pm at night and the Hirer and User are to keep noise to a minimum when leaving the premises and entering cars.

**Smoking**

Smoking is not permitted in any of the rooms, toilet facilities, corridors, kitchen or lobby areas. Smoking is permitted outside the NWCFRC building and only in the designated area.

**Alcohol**

No alcohol or the use of illegal substances is permitted on the premises at any time. It is the responsibility of the Hirer to ensure no person enters the premises while having consumed alcohol or illegal substances.

**Amplified Music**

No amplified music is permitted on the premises at any time.

**Maintaining Order**

The Hirer shall be responsible for the maintenance of good order during the period of hire and will not permit or support disorderly or offensive behaviour. Where access to the NWCFRC’s internet broadband is agreed, the Hirer is responsible for ensuring internet usage is acceptable and responsible and access is to be limited to job, course or training related activities only and personal use is not permitted. The Hirer must clearly set out what is unacceptable internet usage to the Users having access to the NWCFRC’s internet broadband. The Hirer is responsible for monitoring internet traffic during the room hire period.

**Objectionable Items**

The bringing into the rooms for hire of chewing gum, fireworks or other articles deemed by theNWCFRC as objectionable is prohibited.

**Right of Entry**

The NWCFRC Manager reserves the right for him/her or their representatives to enter the rooms for hire at any time during the period of hire.

**Vacating Room for Hire**

The room for hire is to be vacated within the booked time in order to facilitate others using the facility. The Hirer is responsible for closing up the room (securing all entry points) and extinguishing all lights. The Hirer shall ensure that the doors of the NWCFRC are securely locked at the end of each session and shall be personally liable for any damage or loss howsoever arising if unauthorised access is gained as the result of an unlocked door or window or any act or omission of the Hirer and/or User. The Hirer and User are asked to adhere to the time of use and purpose of use of the rooms and not use any other area of the NWCFRC or use the rooms outside the times agreed nor for any other purpose without the written permission of the NWCFRC.

**Lost Property**

NWCFRC will not accept responsibility or liability in respect of any loss of or theft or damage to any property placed or left in the NWCFRC by the Hirer.

**Protection from Damage**

The Hirer shall be responsible for the protection of the structure, fabric and contents of the hired rooms, corridors, toilets and kitchen facilities and shall indemnify or make good to the satisfaction of the NWCFRC for any loss or damage howsoever caused. Any accidents, breakages and/or faulty equipment should be reported immediately to the NWCFRC Manager or their representative. The Hirer is to pay for any damage to furniture, fittings, plants, kitchen appliances, crockery or other items or breakages. It is expected that that the Hirer will ensure that all equipment will be returned to its original place and the hired rooms, corridors, toilets and kitchen facilities will be left clean and tidy. The NWCFRC will charge in addition for any abnormal cleaning costs.

**Telephone/Office Equipment/Kitchen**

Access to the NWCFRC’s kitchen, telephone, photocopier or other office equipment is by arrangement only with the NWCFRC and the Hirer shall be liable for any costs arising from such use. The Hirer is responsible for providing telephone access when required or in the event of an emergency.

**Children and Child Protection**

The Hirer is required to ensure that children and adults who may be vulnerable are protected at all times, by taking reasonable steps to prevent injury, illness, loss or damage occurring. The Hirer must carry full liability insurance for this and ensure that it has the appropriate child protection policy and procedures in place, copies to be furnished to the NWCFRC Manager or their representative upon request. Failure to provide this within a reasonable time, or if provided, found to be inadequate, will be considered a breach warranting immediate termination of the room hire agreement*.* The Hirer’s child protection policy and procedures must be derived from and consistent with the current Children First National Guidance, alternatively the Hirer must produce evidence that they have consulted with a H.S.E. Children First Information and Advice Officer and show to the satisfaction of the NWCFRC that they are actively working towards producing a policy and implementing procedures derived from and consistent with the current Children First National Guidance. An adult must accompany children under the age of 12 at all times. Persons under the age of 18 must be under the responsibility of at least one adult who should be clearly identifiable and responsible for the actions of the person.

**Health and Safety**

The NWCFRC has a Health and Safety Policy, a copy of the relevant extract of same and the Safety Statement Induction will be furnished to the Hirer and completed with the Hirer upon entering into an agreement to hire a room and must be complied with by the Hirer. The Hirer is responsible for maintaining proper order and observing fire and safety regulations. Fire doors must be kept closed at all times, and not wedged open under any circumstances. Corridors, extinguishers and fire doors must be kept clear of obstructions at all times.

**No Tenancy**

The Hirer acknowledges and agrees that the Hirer shall occupy the hired rooms as a licensee and that no relationship of landlord and tenant is created between the Hirer and NWCFRC or any of its representatives. Further the Hirer acknowledges and agrees that the licence to occupy granted by the within agreement is personal to the Hirer and is not assignable, and any right conferred by the within agreement may only be exercised by the Hirer.

**Acceptance of Conditions**

I/We have read and agreed to the terms and conditions attached.

Signed: .............................................. Dated: ………........

***This is a Safety Management System form. It is a legal document and must be completed for all Hirers and their attendees or any other persons connected with their group using the North West Clare Family Resource Centre (NWCFRC). The completed form must be returned to the NWCFRC for filing with the Fire Register.***

***The requirements of the Fire Services Act 1981 and the Safety, Health and Welfare at Work Act 2005 apply when these activities are carried out in the NWCFRC.***

***Issue date: November 2011***

# HEALTH AND SAFETY POLICY

It is the policy of North West Clare Family Resource Centre Ltd to comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and all other relevant regulations made hereunder, which are applicable to activities in each centre. We will ensure so far as reasonably practicable the safety, health and welfare of employees whilst at work. The safety of members of the public, visitors and contractors in our Locations who may be affected by our activities will be taken into account in the implementation of this policy.

**North West Clare Family Resource Centre will achieve its health and safety policy by:**

* Implementation of a programme of risk assessment and consultation we have put together in this safety statement to outline the roles, procedures, resources and arrangements in place to secure health and safety in our Locations.
* As Manager, I have responsibility for the overall management and control of health and safety within the Locations and I am committed to ensuring the measures outlined in this document are met.
* Additional support for coordinating health and safety will be through our safety coordinators, who will give support and advice to all levels and functions within the centre on health and safety matters.
* Ensuring a safe place of work for employees and where practicable to ensure maximum access and egress for children, members of the public and visitors with disabilities.
* Ensuring that adequate fire and emergency plans are developed and implemented in each centre.
* Ensuring the provision of training, instruction, information and supervision for staff to ensure that they are competent to carry out their work in a safe manner.
* Provision of adequate measures for the control of risks from substances in each Centre.
* Continually developing safe systems of work, incorporating risk assessments for activities undertaken within North West Clare Family Resource Centre Ltd.
* Ensuring that systems are in place for the safe use, cleaning and maintenance of equipment, furniture, fixture and fittings.
* Ensuring the provision of a competent person to advise on health and safety matters.
* Allocating duties to various staff for safety matters and particular arrangements to implement the policy are set out in the safety statement.
* All employees have the responsibility to co-operate with North West Clare Family Resource Centre Ltd Management to achieve a Healthy and Safe workplace and to take reasonable care of themselves and others.
* Ensuring the safety policy shall be kept up to date particularly as changes arise within North West Clare Family Resource Centre Ltd.

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**Michelle Lynch Date**

**NWCFRC Manager**

**NORTH WEST CLARE FAMILY RESOURCE CENTRE (NWCFRC)**

**Safety Statement Induction**

On arrival the Hirer must present himself/herself to the NWCFRC Administrator or the NWCFRC Manager. The Hirer should be briefed on the contents of this document. On completion of the briefing the NWCFRC Manager or Administrator or their representative and the Hirer sign and date this document. This document is retained by the Hirer and returned to NWCFRC Manager or Administrator or their representative with a copy of the Attendance Sheet which is required for the Fire Register and Evacuation Procedures.

* Inform the Hirer of the Safety Statement;
* Demonstrate signing in and out procedures for the building;
* Demonstrate key signing procedures for the control and security of the building;
* Verify that the Hirer has CPR and Manual Handling training completed, if required;
* Give instructions on evacuation procedures and NWCFRC fire drills;
* Where the Hirer is using another location under the control of the NWCFRC, give instructions on evacuation procedures and local fire drills particular to that location;
* Where practical exercises are to be carried out, inform the Hirer of their responsibility to provide the relevant Personal Protection Equipment;
* Give presentation on the layout of the facility including:
* First aid facilities;
* Toilet facilities;
* Canteen facilities and use of canteen equipment;
* Location of fire exits, evacuation instructions and fire notices;
* Location of fire assembly point in Car Park;
* Location of authorised access within the NWCFRC and the restricted areas;
* Car Parking arrangements
* Access for disabled persons;
* Areas where special care is required
* Give instructions on the availability and use of lifting aids and handling aids;
* Give instructions on the use of portable electrical equipment, trailing leads not allowed and must be covered;
* Explain Risk Assessment for Hirers and issue a copy of same;
* Obtain and file a copy of the Hirers’ insurance policy;
* Explain NWCFRC’s smoking policy
* Inform the Hirer of the Accident and Incident reporting procedures and a copy of the Accident Report Form furnished to the Hirer;
* Explain the importance of adhering to fire and safety rules, safety signs and notices posted in the building;
* Inform the Hirer of the pest control services on site;

Questions/comments:

I verify that the above briefing has been completed.

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**Hirer’s signature NWCFRC Manager/Administrator**

Date: Date: