

Newbridge Town Hall Booking Form

BOOKING DETAILS

Description of activity (purpose of hire): _____

Organisation: _____ Contact: _____

Responsible Person _____

Mobile phone: _____ Landline phone: _____

Email: _____ Fax: _____

Address: _____

Indicate any other requirements: _____

DAY(S): Mon Tues Wed Thurs Fri **Sat** **Sun**

Start date: _____ Finish Date _____

No. of weeks (if applicable): _____

Start/finish time and duration (e.g. 7pm – 8.30pm): _____

IMPORTANT NOTICE REGARDING PARKING AT Newbridge Town Hall

1. **PARKING is limited and as a result we must insist on all of our centre users adhering strictly to our rules and regulations regarding parking.**
 2. **We expect our users to respect the traffic management system in place as well as fellow users, our neighbours and their property.**
 3. **Hirers must inform their clients/customers of the parking arrangements.**
-

IMPORTANT PLEASE NOTE:

1. **No booking will be confirmed until this agreement has been returned completed and signed, with a copy of the necessary insurance certificate(s) and the appropriate deposit has been received.**
 2. **Public Liability and/or Professional Indemnity insurance certificates must have cover up to €6.5m and indemnify both Kildare County Council Payments must be by xxxxxx (made payable to 'Kildare County Council')**
-

Please contact us for any clarification or questions

AGREEMENT

Yes, I/we have read, understand and agree to the terms and conditions contained herein

Print name: _____

On behalf of (group/organisation): _____

Signature: _____

Date: _____

Please send the completed pages 1,2 & 8 of this form and retain pages 3-7 for your own information.

Return Email Address info@newbridgetownhall.com

THANK YOU.

Newbridge Town Hall Booking Form

IMPORTANT

TERMS AND CONDITIONS FOR THE HIRE AND/OR USE OF NEWBRIDGE TOWN HALL

PLEASE READ CAREFULLY AND RETAIN FOR YOUR INFORMATION.



Agreement for Use / Room Hire Newbridge Town Hall

1.0 General

1. These conditions shall apply to the Room hire in the Newbridge Town Hall and to any other rooms, space or services that may be provided or arranged in association with the Room hire.

1.1 Newbridge Town Hall Management Board/Kildare County Council reserves the right to impose additional terms if it becomes aware of additional details of the proposed function/event.

2. Rooms - Space Hire - Application and Reservations

2.1 Full details of the type of function/event and its associated activities must be provided in the Application Form. The Newbridge Town Hall Management Board/Kildare County Council reserves the right not to accept an application and is not bound to state the reason for doing so.

2.2 In specifying the day(s) and times in an application, the Hirer must include an adequate allowance for any set up, breakdown and reinstatement activity.

2.3 No reservation is assured until the Newbridge Town Hall Management Board/Kildare County Council has provided confirmation. Please note that the room of your booking choice may change due to unforeseen circumstances. At all times the Newbridge Town Hall Management Board/Kildare County Council will endeavour to facilitate all bookings.

2.4 The person signing the Application Form and the person or organisation on whose behalf the application is made shall together be deemed to be the Hirer. They will be jointly and severally responsible for the payment of charges and for observance of the contract conditions.

3.0 Proper Use

3.1 The room/space shall be used for no purpose and at no times other than as specified in the Application Form. Should Newbridge Town Hall Management Board/Kildare County Council believe there is a discrepancy between the purpose stated in the Application Form and that which is going to take place, Newbridge Town Hall Management Board/Kildare County Council may cancel the reservation and retain the payment Newbridge Town Hall Management Board/Kildare County Council reserves the right to discontinue any function/event whose activities are other than those stated in the Application Form, in such case the Hirer shall remain liable to make full payment.

3.2 In using the room/space the Hirer shall ensure that:

- i. The function/event shall be organised in a manner which promotes enjoyment by the attendees and the reputation of the Newbridge Town Hall as a venue.
- ii. Nothing shall be done; permitted or omitted that is contrary to any law or regulation or would prejudice the reputation of the Newbridge Town Hall.
- iii. Good order is maintained at all times by persons attending the function/event.

3.3 No unlawful betting, gaming or lotteries take place. No alcohol to be consumed on the premises.

3.4 There is proper care and supervision of children. Children must be adequately supervised at all times.

3.5 All proper precautions have been taken to prevent fire and to protect people from any act or thing that may be or become dangerous or risk to health or well-being. In this regard the Hirer Must prepare (fo reach Event) a, (a) Risk Assessment for the Event and (b) Event Management Plan. If necessary the Hirer should engage a reputable adviser in order that it is properly informed on these matters.

3.6 All necessary precautions are taken with regard to seating, amplification, heating and lighting, in accordance with best practice health & safety requirements.

3.7 Official exit ways from all rooms, buildings and spaces are kept clear at all times.

3.8 Particular care is taken in the organisation of teenage and young persons' events in respect of the type of activity proposed and the maintenance of good order.

3.9 No smoke machines or incendiary devices are used.

3.10 The maximum number of persons permitted by the Newbridge Town Hall or other Licensing Authority for the room/space is not exceeded. Please note that the maximum number is 300 persons in total.

3.11 To keep the fixtures, fittings, appliances and articles in the Unit/Units in good and proper repair and to pay to the Management Board/Kildare County Council, an amount equivalent to the

Newbridge Town Hall

Booking Form

replacement costs of such items as may be damaged, lost, broken or destroyed during the Contract Period. The Contract confirms that all fixture and fittings, appliances and articles are at present in good order and condition.

3.12 Not to remove or permit the removal of the fixtures, fittings, appliances and articles from the centre.

3.13 It is not permitted to erect posters or signage on the walls in the Town Hall. signage must be on free standing notice boards.

3.14 Charges and Payment Arrangements - The charge(s) include the provision of normal furniture, heating and lighting only as seen and advised. Any special lighting, power units are a matter for the Hirer's own arrangement.

3.15 Cancellation - Newbridge Town Hall Management Board/Kildare County Council may immediately cancel the reservation without liability to the Hirer if the Hirer fails to make any payment when due or if the Hirer breaches any other material conditions. On such cancellation or termination, or if the Hirer cancels the reservation or terminates the contract the normal above cancellation charges shall apply.

4.0 Liability and Insurance.

4.1 The Hirer shall indemnify Kildare County Council and Newbridge Town Hall Management Board in respect of all damage or injury to property or person and in full against all liabilities, claims, demands, losses, damages, costs and expenses suffered and incurred and as a result of, or arising in connection with

- i. the room/space hire and activities associated with the hiring, and
- ii. the breach of any provision of the Contract by the Hirer.

4.2 Without prejudice to its obligation to indemnify Kildare County Council and Newbridge Town Hall Management Board :

- a. the Hirer shall take out and maintain public liability insurance in respect of claims arising out of its liability.
- b. A valid Insurance Certificate must be submitted to Kildare County Council.
- c. Public Liability insurance must have an indemnity limit of **€6,500,000** and must clearly state that Kildare County Council and Newbridge Town Hall Management Board is indemnified in respect of the hiring of the town Hall.
- d. It may also be necessary to have Employers Liability Insurance with a limit of indemnity limit of **€13,000,000**.
- e. If any policy expires during the period the hall is being hired, the policy must be renewed and a copy of new certificate submitted.
- f. It may also, as appropriate to have in place insurance for equipment brought onto the site by the Hirer

4.3 The Hirer shall produce the insurance policy for inspection by the Newbridge Town Hall Management Board/Kildare County Council at least fourteen (14) days before the commencement of the hiring. In the event that the hirer does not provide evidence of insurance Newbridge Town Hall Management Board/Kildare County Council will reserve the right to cancel the booking / event (no monies paid by the Hirer shall be refundable).

4.4 Newbridge Town Hall Management Board/Kildare County Council reserves the right to close the function/event in the event of unreasonable behaviour or wilful damage and to require the Hirer to withdraw or cease any activities which puts attendees, the public or the premises at any risk whatsoever.

4.5 Newbridge Town Hall Management Board/Kildare County Council will not be liable for any loss or damage suffered in the event of the room/space not being available by reason of circumstances beyond its reasonable control, including without limitation, fire, accident, adverse weather, and insurrection, revocation of a licence or regulation of any competent authority. In general, the Kildare County Council or Newbridge Town Hall Management Board takes no responsibility whatsoever for equipment, materials and/or items brought and left onto site by the Hirer.

5.0 Staffing /Supervision

5.1 Kildare County Council or Newbridge Town Hall Management Board reserves the right for its employees to enter the room/space at any time and for its Contractors to do so in the event of need.

5.2 The Hirer shall provide a nominated liaison person at the function/event and the number of suitably skilled attendants and stewards as may in the opinion of the relevant authorities to be necessary to control the function/event.

6.0 Rules for work on site

In preparing rooms or space for any function or event and in the subsequent break down and reinstatement, the Hirer shall abide by Newbridge Town Hall Management Board/Kildare County Council rules relating to work on site.

7.0 Removal and cleaning -

7.1 The Hirer is responsible to maintain the facility in good condition and return it in same condition as before hire.

7.2 Newbridge Town Hall Management Board/Kildare County Council will undertake normal cleaning operations but the Hirer shall be responsible for the removal of all its equipment, boxes, packing materials, samples, brochures and the like. Any equipment or goods remaining at the end of the hiring period may be removed and returned to the Hirer or disposed of at the discretion of Newbridge Town Hall Management Board/Kildare County Council

7.3 Any costs incurred by the Newbridge Town Hall as a result of failure by the Hirer fully to perform its obligations shall be paid or reimbursed by the Hirer.

8.0 Access, Equipment and Contractors

Newbridge Town Hall

Booking Form

8.1. The Hirer shall ensure that any vehicle delivering or removing equipment or goods for the function/event uses authorised routes only and complies with all relevant site regulations. Vehicles, equipment and goods must be positioned so as to block neither emergency routes or fire exits nor access to inspection chambers, service covers and the like.

8.2. Limited general parking is available. **THE HIRER IS RESPONSIBLE FOR INFORMING ANY OF HIS OR HER CLIENTS/ CUSTOMERS OF THE LIMITED PARKING AND ALTERNATIVE PARKING ARRANGEMENTS.**

8.3. No delivery or installation shall commence before the time permitted under the hiring and /or breakdown and removal shall be completed by the time denoted as the end of the hiring. All such activities shall take place only at times agreed with Newbridge Town Hall Management Board/Kildare County Council

8.4. The Hirer shall ensure that any equipment brought onto the site or into a building complies with all relevant laws and regulations. Other than electrical supply from existing outlets within buildings, the Hirer will notify Newbridge Town Hall Management Board/Kildare County Council of any requirement for utility services and will not make connections to any such services without the prior consent of Newbridge Town Hall Management Board/Kildare County Council

8.5. The Hirer shall notify the Newbridge Town Hall Management Board/Kildare County Council of the identity of any supplier or contractor that it intends to use for the provision of equipment or services on the site. The Hirer shall give due consideration to using the Newbridge Town Hall Management Board/Kildare County Council preferred supplier or contractor, if any, who has relevant knowledge of the site and buildings. Nevertheless the Hirer shall remain solely responsible for the performance and actions of its suppliers and contractors. Newbridge Town Hall Management Board/Kildare County Council reserves the right to refuse certain intended suppliers or contractors access to any building or open space.

8.6. The Hirer recognises that during the Hirer's presence on the site, the activities of the Newbridge Town Hall Management Board/Kildare County Council and of other parties are likely to be taking place at the Newbridge Town Hall Management Board/Kildare County Council premises. The Hirer will use all reasonable endeavours not to interfere with or cause nuisance to such other activities and will act upon the reasonable request of Newbridge Town Hall Management Board/Kildare County Council in that connection.

9.0 Other Obligations of the Hirer.

9.1 Licences

The Hirer shall be responsible for obtaining and abiding by the terms of any licence(s) that may be required for the function/event. Prior to the commencement of the hiring, the Hirer shall provide to

Newbridge Town Hall Management Board/Kildare County Council evidence of such licence(s) and the conditions relation thereto.

10.0 Complaints.

10.1. Complaints - Any complaint arising out of the hiring can be made to the Newbridge Town Hall Management Board/Kildare County Council.

11.0 Points of Contact

11.1 Facilities - Where issues arise with use of facilities, e.g. water services, fire alarm, intruder alarm or the building structure---please contact Facilities at facilities@kildarecoco.ie

IMPORTANT NOTICE REGARDING

- 1. We expect our users to respect the traffic management system in place as well as fellow users, our neighbours and their property.**
- 2. Hirers must inform their clients/customers of the Centre's parking arrangements.**

Signed on Behalf of Organisation/ Group:

Name of Authorised Person:

(PRINTED) _____

Signature of Authorised

Person: _____

Telephone: _____ Mobile: _____

Email: _____