

COMMUNITY AND SPORTS HALL - TERMS AND CONDITIONS FOR THE HIRE OF THE HALL.



Hire Charges

Period available 9.30.am – 9.30pm

Please remember to allow any time you may require for setting up and clearing away, the times you book are the times the Caretaker will open and close the hall for you.

Cost per hour (15 euro) X number of hours X number of days required = Total cost

Booking deposit payable

(50% of total hire charge, with balance to be paid in full, including the damage deposit 2 weeks prior to hiring)

Damage/Miss Use Deposit (refundable) 30.00

Please make cheques payable to Manor St John Youth services

Final payment

Sample

Hall booking 7.30 to 9.30 Wednesday evening for 10 weeks

15 per hour x2 =30 x 10 = 300 total cost

Deposit 150 + 30 damage deposit = 180

Balance due prior to end of hire period = 120

Standard Conditions of Hire of St Pauls Community Hall Lisduggan Waterford

The person or organisation using the Hall does so at their own risk, with the appropriate statutory arrangements for the activity they are undertaking.

1. Supervision
THE HIRER will be responsible for supervision of the premises, the fabric and the contents and the behaviour of all persons using the premises whatever their capacity including proper supervision of car parking arrangements so as to avoid obstruction of the community campus and other users .
2. Use of the Premises
THE HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement, shall not sub-hire or allow the premises to be used for any unlawful purpose or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol without written permission.
3. Licences
THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor.
4. Gaming, Betting and Lotteries
THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. Public Safety Compliance
THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Waterford City Council or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
6. Electrical Appliance Safety
THE HIRER shall not bring onto the premises any heating appliances without written permission
7. Indemnity

THE HIRER shall indemnify Manor St John Youth services and St Pauls CPI for the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the premises.

8. Accidents and Dangerous Occurrences

THE HIRER must report all accidents involving injury to the public to MSJ Youth services as soon as possible. Any failure of equipment either that belonging to the premises or brought in by the hirer must also be reported as soon as possible.

9. Animals

THE HIRER shall ensure no animals or birds except guide dogs are brought onto the premises unless previously agreed to by MSJ Youth Services .

10. Compliance with the Children's Act

THE HIRER shall ensure that any activities for children under 18 years of age comply with the MSJ policies and procedures with regard to child protection and ensure that only fit and proper persons have access to the children.

11. Fly Posting

THE HIRER shall not carry out or permit fly posting or any other unauthorised advertisements for any event at the premises.

12. Sale of Goods

THE HIRER shall comply with Trading Laws and any code of practice used in connection with such sales.

13. Cancellation

THE COMMITTEE reserves the right to cancel this Hiring Agreement in the event of the premises being required for use as a Polling Station, Examination Hall , Public event in which case the hirer shall be entitled to a refund of any deposit already paid.

14. Unfit for Use

In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, Manor St John Youth Services shall not be liable to the hirer for any resulting loss or damage whatsoever.

15. Refusal of Booking

Manor St John Youth services reserves the right to refuse a booking without notice or to cancel this Hiring Agreement upon giving 7 days notice in writing to the hirer.

THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to MSJ but MSJ shall not be liable to make any further payment to the hirer.

16. End of Hire

THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, or otherwise MSJ shall be at liberty to make an additional charge.

17. Noise

THE HIRER shall use its best endeavours to ensure that the minimum of noise is made on arrival and departure. Undue noise disturbance to neighbours will be viewed as miss use of the facilities and will result in the retention of the hirer's deposit.

PLEASE NOTE

ACCESS

The Caretaker will open/close the premises at the beginning/end of your period of hire unless otherwise agreed.

INTOXICATING LIQUOR

None is permitted to be bought, sold or consumed on the premises without the written permission of Manor St John Youth services. The hirer is responsible for obtaining the appropriate License, which must be produced prior to the period of hire.

FIRE INSTRUCTIONS

Together with details of the location and use of Fire equipment are on the notice board in the Entrance Hall. Escape routes are clearly marked and it is the responsibility of the hirer to ensure fire exits are kept clear. In the event of fire, however slight, the premises should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called. Details thereof must be given to the Caretaker at the end of your hire.

CAR PARKING

The car park is to the front of the Main MSJ building and along the entrance road to the MSJ Community campus

CAPACITY

The maximum capacity for the Main Hall is 150 persons.

SMOKING

The premises are a no-smoking building.

DAMAGE DEPOSIT

Failure to comply with the Conditions of Hire will result in the hirer losing some or all of the deposit.

CARETAKER

Should you have any problems during your booking our Caretakers telephone numbers are displayed on the notice boards inside and outside the hall, calling out our Caretakers will result

in a loss of your deposit. Our Caretakers are not on call during your hire period and may not be available to attend immediately.

CONSIDERATION OF OTHERS

Please ask your members participants to leave quietly at the close of your event. Car doors banging and loud talk in the car parks are disturbing to local residents. Undue disturbance to local residents will be viewed as misuse of the facilities.

Please leave the premises clean and tidy. In particular MSJ asks that the hirer ensures the tables are wiped clean and, together with the chairs are stacked around the perimeter of the Large Hall

Complaints procedure for St Paul's Community Hall

MSJ Youth Services hopes that the hirer will find the premises and service of a good and acceptable standard. However if a problem does arise MSJ asks that you use the following guidelines to register and progress the matter.

- 1. Initially, speak to a member of the MSJ Staff (Caretaker, FAS supervisor, MSJ manager) at the earliest possible time. Your complaint will be documented, and hopefully resolved.**
- 2. If you remain dissatisfied put your complaint in writing. Briefly explain the problem, when it was brought to the attention of a member of staff and what you expect to be done about it. The letter should be addressed to:**

**The Manager
Manor St John Youth services
MSJ community campus
Lisduggan
Waterford**

- 3. The Manager will aim to deal with the complaint within seven days. If you are not satisfied with the outcome, you should then write to the Chairman of the At Paul's Combined Projects Initiative at the above address.**