

LEIXLIP YOUTH AND COMMUNITY CENTRE

Booking Form 2013

For Birthday Parties, Cultural Events and “One-Off” events etc

Leixlip Youth & Community Centre is available for use seven days a week.

Organisation Name		
Nature of Activity		
Contact Person		
Address		
Mobile		Email
Facility Required (please circle)	Full Hall / Half Hall / Youth Room Room 1 / Room 4 Newtown House	
Tables and chairs required (please state quantity)	Yes / No	
	<i>If Yes, you are responsible for taking these from, and returning to, Storage</i>	
Kitchen Facilities required	Yes / No	
Day(s) / Time(s) Agreed		
Cost for agreed time slot	€	
Payment Terms	€ _____ Deposit 25% due at time of booking (non-refundable minimum deposit)	
	€ _____ Balance due no later than 7 days prior to event (otherwise time booked cannot be guaranteed)	
Security Deposit Cleaning/Storage/Damage	€30 (this will be returned after the event, If there is any breach of Rules, Terms/conditions this deposit will be retained by Centre. In addition any extra time incurred or materials used by Centre in Cleaning etc will be recouped from the Hirer by the Centre, which extra costs the hirer unconditionally in advance agrees to pay)	
Insurance Details (please tick)	<input type="checkbox"/> Public Liability <input type="checkbox"/> Professional Indemnity <input type="checkbox"/> Other (please specify) <i>Leixlip Youth & Community Centre must be indemnified on your insurance policy</i>	
Do you require “Facility Hire” Insurance	Yes / No	
Leixlip Youth and Community Centre is an Approved Centre for “Facility Hire” with O’Driscoll O’Neil Insurance (www.odon.ie) for groups who wish to hire the facilities on a once off basis. This is done online and is payable directly by the Person Renting to “Facility Hire” by Credit Card or Laser.		

All bookings are made on the understanding that those using/hiring the facilities agree to indemnify *Leixlip Youth and Community Centre / Leixlip Youth Premises Group Ltd (LYPG LTD)* against all actions, claims and out of pocket expenses by an individual or group arising out of the said booking. LYPG Ltd do not accept any responsibility for any loss of injury occurring in, or in the vicinity of the Centre, however caused.

Applicants must enclose a copy of their insurance certificate with this booking form or where availed of “Facility Hire” Insurance Certificate which will be printed from email received from ODON.ie

Users are advised not to do any promotion or advertising until they have received confirmation of their booking from LYPG Ltd.

I agree to abide by the Rules of the Centre and agree to the Terms & Conditions of Use (overleaf).

Signed _____ **Date** _____

Signed _____ **Date** _____

Chairperson LYPG

26TH March 2013

RULES OF USE OF LEIXLIP YOUTH AND COMMUNITY CENTRE

- Rented areas must be left in the condition in which they are found, **users must clean up after themselves.** The Centre will provide Drawstring Refuse Sacks, Bucket/Mop, Sweeping Brushes, and Paper Towels.
 - Spillages which result in wet floor surfaces must be dealt with straight away. The Centre provides Mop/bucket as well as “Caution Wet Floor” signs.
 - All refuse must be left in the waste or recycling bins located in rear yard (access via fire exit door in hall)
 - Any additional cleaning costs etc arising from use of the Centre are chargeable to the Hirer, **such extra costs the hirer unconditionally in advance agrees to pay.**
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- Tables, chairs, stage and other items taken from the storage, must be returned to storage after use.
 - Users must vacate the hall/rooms promptly at the end of their allotted time to facilitate others.
 - The Hirer must ensure that competent, qualified adults are in attendance to supervise the proper and safe usage of the Centre by members of their group. Children must remain in the Hall (Rented Area) at all times.
 - Kitchen facilities are available for tea/coffee making and service of food. Any kitchen items used must be cleaned afterwards, and dishwashers available for use.
 - No naked flames are allowed on the premises. All candles etc are to be enclosed.
 - Noise is to be kept at such a level so as not to cause distraction / annoyance or disruption to our neighbours or passers by.
 - No group is allowed use the premises as a mailing/correspondence address.
 - Religious symbols etc can not be displayed on or visible from the exterior of the building and if displayed internally, they must be removed immediately when the time for use of the facilities ends. Any symbols etc can only be displayed in the facilities directly made available to the user and not in group/communal spaces.
 - Evangelizing is not permitted outside of the facilities directly made available to the user and is not permitted in group/communal spaces or in the environs of the buildings.
 - Religious services involving use of animals is prohibited
 - **Guidelines for consumption of alcohol on premises**
 - a. No beer or spirits are allowed
 - b. No person under the influence of Alcohol shall enter or be permitted to enter the Centre
 - c. Formal receptions / functions where a small amount of wine is served are permitted

TERMS & CONDITIONS

1. All bookings for the use/hire of the centre facilities must be submitted on the official booking form
2. All bookings are subject to approval by the management and their decision in respect of same is final.
3. The Centre may be unavailable from time to time, for example, school use, A.G.M., community functions.
4. The management reserves the right to review, change or cancel a booking with prior notice in writing.
5. A deposit of 25% due at time of booking, and the balance is payable no later than 7 days prior to event.
6. A security deposit of €30 is required to cover any additional cleaning / returning items to storage / accidental damage. Your security deposit will be returned to you after the event, following inspection by Centre Manager as soon as possible thereafter.
7. Payment for bookings can be made by cash or cheque only. Cheques must be made payable to Leixlip Youth Premises Group Ltd.
8. If agreed payment arrangements are not honoured, bookings may be terminated immediately. Non payment will render this agreement null and void and will result in loss of access to the facility.
9. The user must give at least 48 hours notice of cancellation otherwise a cancellation fee will apply.
10. Rates of hire will be decided on a yearly basis by LYPG Ltd.
11. Rules, policies and procedures of the Center, as laid down by the LYPG Ltd, or the Manager/Staff must be abided by at all times. **Users must familiarise themselves with this agreement and its conditions, sign and date contract which Chairperson of LYPG will also sign.** Copy will then be forwarded to you.
12. Users agree to read and comply with the community center safety statement, and to communicate to their participants, in a manner appropriate to their age, the relevant section of the safety statement.
13. LYPG Ltd are not responsible for unsupervised children in, or in the vicinity of, the Centre. **Children must remain in the Hall (Rented Area) at all times.**
14. The Centre operates a strict footwear policy in order to protect the floor of the main hall. Narrow high-heeled shoes (**including stilettos**), dress shoes that may scuff or mark the floor are **NOT PERMITTED** Users must provide suitable floor covering where appropriate.
15. Users agree to abide by any other terms & conditions as laid down from time to time.
16. Users accept that there may be other groups using the Centre offering the same activity as your group, possibly on the same day.
17. LYPG Ltd does not accept any responsibility for any equipment left on the premises. It must be noted that user groups must not leave equipment without prior permission and only on a temporary basis awaiting collection.