

<p style="text-align: center;"><b>Assembly Hall, Bachelor's Walk, Wicklow Town</b></p>
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**Terms and Conditions for Use of Hall**

**All bookings are made on the understanding that those using/hiring the facilities agree to indemnify Wicklow County Council against all actions, claims and out of pocket expenses by an individual or group arising out of the said booking.**

**General:**

1. Any person in charge of a group must arrive and sign in before the start time.
2. Rooms will only be available to use from the time they are booked. If hirers arrive before this time access to the room/hall may not be available. When booking, please allow time before the event/session is due to start, and for overruns. Your event/session must end and the room/hall be cleared no later than the finish time as stated on your application form. Please note that the booking times are normally between 9am and 9.30pm.
3. Charges will be incurred for any serious time run over, pro-rata to hourly rate.
4. It is your responsibility to ensure the maximum notified capacity of the Hall is not exceeded at any time.
5. You shall not sub let or share occupation of the hall without prior written approval from Wicklow Municipal District.
6. The user agrees to abide by any other terms & conditions as laid down from time to time.
7. The user accepts that there may be other groups using the Hall offering the same activity as them.
8. You shall not use any public area of the premises for display of any signs or notices without prior written approval from Wicklow Municipal District.
9. The use of the Hall does not carry any endorsement by Wicklow County Council and none shall be claimed or implied by you in anyway whatsoever.
10. No group or person has exclusive rights to the hall or any rooms.
11. Absolutely No Chewing Gum permitted on the premises.
12. There is strictly no smoking in the Hall
13. All areas to be left clean and tidy after use.
14. Each Group must take away any rubbish that they accumulate as a recycling policy applies at the centre.
15. Appliances are not to be interfered with.
16. Equipment belonging to the Hall is not to be removed, borrowed or hired out.
17. Any damage/breakages incurred during hire will be charged accordingly.

18. Any accidents/incidents or damage occurring at the premises must be immediately reported to Wicklow Municipal District and an Accident/Incident Report form completed.
19. The user 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 (Appropriate adult/child ratio applies).
20. Children cannot be left unsupervised at the Hall, or in the vicinity of the Hall, under any circumstances
21. Wicklow Municipal District reserves the right to withdraw or refuse to hire rooms should they have reasonable cause to do so.
22. Wicklow Municipal District reserves the right to cancel bookings in the event of unforeseen circumstances. The user will be notified as soon as Wicklow Municipal District are aware of the situation.

### **Catering:**

1. Should you wish to prepare/provide food and/or beverages for your event, it is your responsibility to ensure you are compliant with Food Safety Legislation and Food Hygiene standards. Wicklow County Council accepts no responsibility for breach of food hygiene legislation by an individual or group. (Charge applies)

### **Confirmation of Booking:**

1. Groups or persons requesting the use of the Hall will be sent:
  - Application form
  - Terms and Conditions
  - Hire Rates
  - Details of room capacity
2. Application for the use/hire of the Hall must be submitted on the official application form.
3. The applicant should return the completed application form to the District Administrator, Wicklow Municipal District, Wicklow County Council, County Buildings, Station Road, Wicklow Town, Co. Wicklow.
4. Wicklow Municipal District will consider the application and revert to the applicant in writing either confirming or declining the request. Where the request is declined the applicant will be given the reason for such.
5. All bookings are subject to approval by Wicklow Municipal District.
6. A booking will be considered provisional until Wicklow Municipal District has confirmed the offer in writing and a signed acceptance has been received from the applicant.

### **Payments:**

1. Once off users must pay 50% two weeks in advance, or at the time of booking if less than 2 weeks, and 50% on the day, prior to use of the Hall.
2. Regular users must pay one month's hire fee in advance of use.

3. Payment for bookings will only be accepted by Cheque, Postal Order or Bankers Draft except for Private (non commercial) bookings where cash payment in advance will be accepted.
4. Cheques/Postal Orders/Draft must be made payable to Wicklow County Council.
5. Receipts will be issued in all cases. Hirers should ensure that a receipt is obtained for each payment.
6. If the agreed payment arrangement is not honoured, Wicklow Municipal District reserves the right to terminate your booking immediately.
7. Non-payment of hire fee will render this agreement null and void and will result in loss of access to the facility.
8. Charges will be incurred for any serious time run over.
9. Any damage/breakages incurred during hire will be charged accordingly.
10. The user must give at least 2 weeks notice of cancellation of classes/meetings otherwise deposit/payment will not be refunded.
11. The Hall may be unavailable from time to time. Users will not be charged if this situation should arise. Where already paid for, the value of the time lost, will be deducted from the next payment due or refunded. At least 2 weeks notice will be given where possible.
12. Rates of hire will be decided by Wicklow County Council. The rates will be displayed in the Foyer and current rates are attached. The current rates apply for 3 months from the date of opening and thereafter will be reviewed on a biannual basis.

#### **Equipment:**

1. Wicklow County Council does not accept any responsibility for any equipment left on the premises. It must be noted that user groups must not leave equipment in the Hall unless by prior arrangement.
2. Where equipment is left on the premises, it should not be left where it is likely to cause a nuisance or interfere with any other person/group using the premises.
3. Equipment must be free standing. It is forbidden to attach any equipment to the beams, walls or elsewhere in the building.
4. You shall be responsible for the security and insurance of any such equipment.

#### **Health and Safety:**

1. You shall comply with the Centre's security requirements at all times and follow any specific security related instructions, which may be given by Wicklow County Council at any time.
2. You shall comply at all times with the Hall's Fire, Emergency and Health and Safety regulations. Fire instructions including Fire Escape routes are displayed throughout the premises. You must ensure your group is familiar with them. Fire exits and routes must not be obstructed.
3. Any persons supervising or working with any child under 18 must adhere to Irish child protection legislation.

It is your responsibility i.e. user group, club or organisation, to familiarise yourself with this legislation (Children First National Guidelines for the protection and welfare of Children, Department of Health and Children 1999) and ensure that it is complied with at all times while children under your care are on the premises.

**Indemnity and Insurance:**

1. Any person, group, club or organisation wishing to hire the hall must have their own insurance for a limit of indemnity of €6.5 m with a Specific Indemnity to Wicklow County Council noted thereon. Evidence of such insurance must be produced at time of booking the facility.
2. Wicklow County Council must be indemnified from all/any claims, demands, actions or suits arising out of or in connection with this rental.
3. Wicklow County Council takes no responsibility for loss or damage of any equipment you bring into the Hall.

**Conditions Under which Applications will be Granted:**

Applications will be approved on satisfactory completion of an official application form and signed Terms and Conditions subject to the following:

- Suitability of activities
- Availability of space
- Adequate supervision by group
- Payment in advance

Regular reviews will be conducted in respect of all applications and subsequent permission for use of premises will be determined by these reviews (reviews are based on satisfactory compliance with conditions set out above).

I/We have read and agreed to the conditions of hire as set out in the Terms and Conditions.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (block capitals):** \_\_\_\_\_

**Name of Organisation (if applicable):** \_\_\_\_\_

# Assembly Hall

## Terms and Conditions of Use

### Rates from June 2012

<b>Commercial</b>	€20 ph (1-10 hr per wk)	€15 ph (11-15 hr per wk)	>15 hrs per wk Contact Manager
<b>Community/Non Profit</b>	€10 ph	€10 ph	€10 ph
<b>Corporate</b>	€35 ph	€35 ph	€35 ph
<b>Private i.e. Child's Party</b>	€50 (per 3 hr)	€15 ph (> 3 hr)	

Please note differing occupancy levels apply for seated events when using the entire building - please discuss with the Wicklow Municipal District if you wish to organise show/event etc.

Wicklow Municipal District  
Wicklow County Council  
County Buildings  
Station Road  
Wicklow Town  
0404 20100