



Kilrane Rosslare Harbour Community Centre

Terms and Conditions for Use of Centre

All bookings are made on the understanding that those using/hiring the facilities agree to indemnify Kilrane Rosslare Harbour Community Centre 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 and sign out when leaving.
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 agreed.
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 sublet or share occupation of the hall without prior written approval from Kilrane Rosslare Harbour Community Centre.
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 Kilrane Rosslare Harbour Community Centre
9. The use of the Centre does not carry any endorsement by Kilrane Rosslare Harbour Community Centre and none shall be claimed or implied by you in any way 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 or vaping on the premises.
13. All areas to be left clean and tidy after use.
14. Each Group must add any rubbish or recycling to the wheelie bins at the rear of the centre.
15. Appliances are not to be interfered with.
16. Equipment belonging to the Centre 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 Kilrane Rosslare Harbour Community Centre 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. Kilrane Rosslare Harbour Community Centre reserves the right to withdraw or refuse to hire rooms should they have reasonable cause to do so.

22. Kilrane Rosslare Harbour Community Centre reserves the right to cancel bookings in the event of unforeseen circumstances. The user will be notified as soon as the committee is aware of the situation.

Catering:

Use of the kettle, microwave and toaster is only permitted.

Confirmation of Booking

1. Groups or persons requesting the use of the Hall will be sent:
 - Confirmation email or message
 - Terms and Conditions
 - Hire Rates
2. Application for the use/hire of the Hall must be submitted by phone or email through the Kilrane Rosslare Harbour Community Centre Committee
3. Kilrane Rosslare Harbour Community Centre will consider the application and revert to the applicant by email or message either confirming or declining the request. Where the request is declined the applicant will be given the reason for such.
4. All bookings are subject to approval by Kilrane Rosslare Harbour Community Centre
5. A booking will be considered provisional until Kilrane Rosslare Harbour Community Centre has confirmed the offer in writing and a signed acceptance has been received from the applicant.

Payments:

1. The pricing is as follows:
 - For business and services €20 per hour.
 - For Non Profits €20 per hour and a reduced rate of €10 for each consecutive hour thereafter.
 - Party/Event Hire €40 for 2 hours.
2. The Centre is bookable in advance in 4/6 week blocks for groups and 2 hourly sessions for private parties, meetings etc.
3. Regular users must secure their 4/6 week slots with the committee by email (contact@kilranerossalreharbourcommunitycentre.ie).
4. Room Rental is payable in advance of your scheduled session unless a procurement agreement has been made. Payments can be made by bank transfer or in cash.
5. Receipts will be issued by email when requested.
6. If the agreed payment arrangement is not honoured, Kilrane Rosslare Harbour Community Centre 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 48 hours notice of cancellation of classes/meetings otherwise full hourly rate will apply.
11. The Centre 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. Notice will be given where possible.
12. Rates of hire will be decided by Kilrane Rosslare Harbour Community Centre. The current rates will be reviewed on an annual basis.

Equipment:

1. Kilrane Rosslare Harbour Community Centre 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. Equipment must be free standing. It is forbidden to attach any equipment to the beams, walls or elsewhere in the building
3. You shall be responsible for the security and insurance of any such equipment.

Health and Safety:

1. You shall open the community center by using the key in the lock box at the main entrance door. The code to this box will be given to you when making the booking. When leaving the centre please ensure all doors have been locked and the keys are replaced back into the lockbox.
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.

Indemnity and Insurance:

1. Any person, group, club or organisation wishing to hire the hall must have their own insurance for a limit of public indemnity of €2.64m. Evidence of such insurance must be produced at time of booking the facility.
2. Kilrane Rosslare Harbour Community Centre 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 confirmed by email or phone by Kilrane Rosslare Harbour Community Centre Committee and signed Terms and Conditions subject to the following:

- Suitability of activities
- Availability of space
- Adequate insurance in place
- Deposit received

Regular reviews will be conducted in respect of all applications and subsequent permission for use of premises will be determined by these reviews.

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): _____

Rates from Jan 2025

Commercial: €20 per hour

Community/Non Profit: €20 per hour & a reduced rate of €10 for each consecutive hour thereafter.

Private i.e. Child's Party, Communion, Funeral Afters: €40 per 2 hours