

Milltownpass Community Centre

Terms and Conditions of Use

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

General:

1. 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 booking.
2. Booking times are normally between 9am and 9.30pm.
3. Charges may be incurred for any serious time over, pro-rata to hourly rate.
4. It is the responsibility of the person/group booking the hall/room to ensure the maximum notified capacity of the hall/room is not exceeded at any time.
5. You shall not sub let or share occupation of the hall/room without prior approval.
6. The user agrees to abide by any other terms and conditions as laid down from time to time.
7. No group or person has exclusive rights to the hall or any rooms.
8. Absolutely no chewing gum permitted on the premises.
9. There is strictly no smoking on the premises.
10. All areas to be left clean and tidy and equipment returned to their correct position after use.
11. Equipment belonging to the Centre is not to be removed, borrowed or hired out.
12. Any damages/breakages incurred during hire will be charged accordingly.
13. Any accidents/incidents or damage occurring at the premises must be immediately reported to Community Action Group.
14. Children cannot be left unsupervised on the premises under any circumstances.
15. Milltownpass Community Action Group reserves the right to withdraw or refuse to hire rooms should they have reasonable cause to do so.
16. Milltownpass Community Action Group reserves the right to cancel bookings in the event of unforeseen circumstances. The user will be notified as soon as Milltownpass Community Action Group are aware of the situation.

Confirmation of Booking:

1. Milltownpass Community Action Group Booking system must be used in order to book the hall or meeting rooms. Please contact a committee member to be given access to the booking system.

2. All bookings are subject to approval by Milltownpass Community Action Group.
3. A booking is considered provisional until full approval is completed.

Payments:

1. Once off users must pay 7 days in advance or at the time of booking if less than 1 week.
2. Regular users must pay on receipt of invoice.

Equipment:

1. Milltownpass Community Action Group 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 or storage areas 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. The users groups shall be responsible for the security and insurance of their own equipment.

Health & Safety:

1. Users shall comply with the Centre's security requirements at all times and follow any specific security related instructions, which may be given by Milltownpass Community Action Group at any time.
2. Users shall comply at all times with the Centre's fire, emergency and health & safety regulations. Fire instructions including fire escape routes are displayed throughout the premises. Users must ensure their 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 or meeting rooms must have their own insurance.
2. Milltownpass Community Action Group must be indemnified from all/any claims, demands, actions or suits arising out of or in connection with rental by any user group.
3. Milltownpass Community Action Group takes no responsibility for loss or damage of any equipment you bring into the Centre.

4. Vehicles parked in the car park are parked at the owners risk. Milltownpass Community Action Group takes no responsibility for loss or damage to any vehicles.