

Booterstown Parish Pastoral Centre

Enquiry Form

Company / Organisation name _____

Contact Person _____

Address _____

Telephone & Mobile _____

Email address _____

Website _____

Please complete information on your enquiry below;

Numbers expected to attend _____

Dates requested _____

Start time and End time (Please include set up and breakdown times if applicable)

Set up required (theatre, classroom etc.)

Other venues used in the past _____

I acknowledge I have received a copy of General Rules (below) for the use of the Booterstown Parish Pastoral Centre, and have read them and agree to be bound by them.

I understand that if my organization is a non-parish group, we must have appropriate indemnity insurance as a condition of our using the Centre. I understand that the Insurance policy must be sent the Pastoral Centre Manager 2 week prior to the booking.

I understand that there is no storage at the Centre, and all items will need to be removed after your booking.

I / We will ensure that all members of my organisation present and future are advised of their obligations concerning the above and we agree to fully maintain a record signed by members indicating that they are fully aware of these obligation's.

Please email this completed form to centre@booterstownparish.ie and one of the team will contact you in relation to your enquiry,

Signed

Date

Name

Booterstown Pastoral Centre
Booterstown Ave
Co Dublin
Email centre@booterstownparish.ie
Tel 01 2831593
www.booterstownparish.ie

By completing this form, the Parish will retain your details as a means of contacting you with any question we may have .

Terms and conditions of booking The Booterstown Pastoral Centre.

To help us ensure that your event is a success and we you're expectations, please read the following terms and conditions that apply for all users of the Centre.

- 1. All users of the Centre must fully complete the enquiry form for their event, and it must be returned signed in advance of any event being confirmed.**
- 2. All non-parish bookings must provide evidence of Public Liability Insurance and it must be received within two weeks of the event-taking place. Such insurance must have a minimum indemnity of 6 million Euros and a copy of this policy will need to be sent to the Pastoral Manager in advance of the meeting-taking place.**
- 3. All none Parish bookings involving children must demonstrate that they have an appropriate Child Protection Protocol in place and that it is monitored appropriately.**
- 4. Parish bookings involving children are obliged to insure that they are familiar with and comply with the Parish Child Protection Policy.**
- 5. Prior to granting permission to use the Centre, the Committee must approve your application and you will be notified by email.**

Deposit and Payments;

- 6. A 25% deposit will be required on confirming the booking, and to hold dates.**

Full payment will be required 2 weeks in advance of any event-taking place at the Centre

For regular users of the Centre, an invoice will be issued one month in advance of the dates booked for the subsequent month and payment will be made prior to the event-taking place.

Cancellation

- 7. If in the event a booking is cancelled the following cancellation fee will apply.**

30% of the rental fee within 3 months of the event date booked.

100% of the rental fee within 1 month of the event date.

Should an alternative date be booked within 6 months, no cancellation fee will apply and deposits paid will be held and carried over to the new dates booked.

- 8. If the Centre is required for Parish or Pastoral related events at short notice, the Management Committee reserve the right over of the Centre. Adequate notice will be given to groups affected and alternative arrangements will be made, where possible to facilitate the groups inconvenienced.**
- 9. The right of entry to the Centre is reserved to the Pastoral Committee. The Committee has the right to refuse admission or ask any person to leave the premises without stating any reason at the time.**
- 10. The user may not transfer the booking to any other group/ individual or share the meeting space with any other group without prior consent in writing by the Centre Manager.**
- 11. The use of the Centre is confined to the purchase identified on the enquiry form submitted to the Pastoral Centre.**
- 12. The times booked at the Centre must include the time for set up and of breakdown of the event. The user must vacate the Centre at the end of the time specified on the booking form.**
- 13. There is a limit to the number of people that can be accommodated in each meeting room for health and safety reasons. The numbers that are confirmed at the time of booking must not exceed what has been agreed and booked.**
- 14. All users are responsible for the cleaning and tidying of the meeting room after their event and all rubbish must be removed.**
- 15. All equipment and other effects brought into the Centre must be removed from the Centre after each session, as there is no storage on site.**
- 16. The Parish does not accept any responsibility for loss and damage to property left on the premises. Any items not claimed within 5 days will be disposed off.**
- 17. The users must ensure that sufficient competent persons are in constant attendance during the period of the booking to ensure that**

proper and safe use of the facility and the building and that children are supervised at all times.

- 18. The users are expected to take all reasonable precautions and make reasonable efforts to observe all regulations, rules and conditions, which relate to health and safety.**
- 19. The emergency fire exits must not be blocked or interfered with in any way. When larger gatherings are present the organizer is required to perform a Safety Briefing in advance pointing out the fire exits and fire safety equipment. False activation of the fire alarm will incur a penalty of €100 to the booker.**
- 20. Seating arrangements must include sufficient pathways for emergency evacuation. The Centre has the right to change set up requirements if it is felt that there is a breach of Fire Safety Policy.**
- 21. The Pastoral Centre will expect users to make good of any loss resulting from damages caused to the Centre, furniture and fittings beyond normal wear and tear.**
- 22. Smoking, Recreational Drugs, Alcohol or gambling are not allowed anywhere in the building.**
- 23. Nothing of an inflammable or explosive nature may be brought into the building.**
- 24. Animals, other than guide dogs, are not permitted indoors.**
- 25. Hanging of posters, pictures, or any items are not permitted anywhere in the Centre.**
- 26. Please be vigilant with the use of lighting, heating and water in line with our Green Policy.**
- 27. No catering or food items can be brought into the Centre without prior approval from the manager.**
- 28. Any promotional material, advertising, social media etc. for an event will need to be approved by the Parish in advance.**
- 29. The Pastoral Committee have the right to cancel any further bookings for the Centre without reason, if it is deemed that the event is not suitable for the venue.**

