



## An Tairseach Policy on Use of Ecology Centre by Outside Parties

### **1. Applications:**

- ❖ All applications should be made in writing to the Centre Manager or Director.

### **2. Insurance :**

- ❖ Outside organisations requesting use of premises must provide An Tairseach with a copy of their Public Liability insurance cover in respect of the event to be run in the centre. This should be provided before the hire takes place.

### **3. Supervision:**

- ❖ The application will include a named person who will assume responsibility for adequate supervision of the event to comply with normal expectations.

### **4. Access:**

- ❖ Only the designated area of the Centre may be used by the hirer.
- ❖ The hire of the Centre or designated area does not entitle the hirer to use or enter the premises at any other time other than the specific hours for which the area is hired unless prior arrangements have been made with the Manager or Director.
- ❖ The hirer shall not sub-let the premises or any part thereof.
- ❖ The right of entry to the hired room is reserved to the Director, Manager and any other agent of the owner and any policy officer at any time during the hiring.
- ❖ The Director, Manager or Owner of the Centre reserves the right to put a stop to any entertainment or meeting not properly conducted.
- ❖ No guests are to enter the catering kitchen off the dining area under any circumstances.

### **5. Health & Safety:**

- ❖ The organisation will agree to abide by the standard Health & Safety requirements.
- ❖ An Tairseach is a smoke free area and no smoking is allowed on the premises at any time.
- ❖ The Board of Directors will not be held responsible where goods sold by outside groups prove faulty/not fit for consumption.
- ❖ No excisable liquor shall be sold or supplied except with prior permission from the Director or Manager of the Centre.
- ❖ No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.
- ❖ No additional lights or extension from the existing light fittings shall be used without the previous consent of the Director.
- ❖ The hirer is responsible for keeping an attendance log and presenting this to the Fire Officer in the case of fire.
- ❖ The hirer is responsible for outlining the closest fire exits and the location of the fire assembly point (at the garage in the back car park) to those attending the hirers course / event.



## **6. Care of Property:**

- ❖ All users of the premises will agree to care for the property and any damage to the Ecology Centre should be reported immediately to the Director of the Centre.
- ❖ No bolts, nails, tacks, crews, bits, pins or other like objects shall be driven into any part of the Centre nor shall any placards or other articles be fixed thereto.
- ❖ All groups using the Ecology Centre must ensure it is left clean; all furniture is replaced and fit for use by the next users.
- ❖ It is the duty of the hirer to ensure that the premises are vacated before leaving and the Centre is properly secured as arranged.
- ❖ The hirer is responsible for all damage to the hired premises and to any property therein occurring during the period of the hiring or while persons are entering or leaving the premises pursuant to the hire, however and by whomsoever caused.
- ❖ All crockery, cutlery, glasses etc should be kept in the kitchen where they are found and not removed to another area.
- ❖ No cutlery, crockery, towels or any other items belonging to An Tairseach should be taken off site.

## **7. Meals:**

- ❖ Unless arranged prior to arrival with the Manager / Director, lunch is served at 12.30pm and dinner is served at 6.00pm. Please ask all guests / participants to show respect for our staff and the food grown and prepared at An Tairseach by arriving for meals on time. Food will not remain out for late arrivals. We ask all guests to clear away all of their plates, cutlery, glasses etc on the trolley provided and to leave the dining area no later than an hour and a half after meals have been served.

## **8. Dramatic Productions:**

- ❖ No copyright, dramatic or musical work shall be performed or sung without the relevant licence.
- ❖ All scenery and costumes used for stage performances or the like must be fire proofed.

## **9. Rent:**

- ❖ Short term rentals should be paid in advance of the event.
- ❖ Longer term rentals should be paid monthly in advance.
- ❖ Balance of payment for residential courses should be paid in advance as agreed with the Manager.

## **10. Board of Directors:**

- ❖ A successful applicant for use of the premises must sign this agreement to abide by the policy and conditions for the hiring of the Centre premises.
- ❖ The board of Directors shall not be held accountable for any damage, injury, loss or theft.
- ❖ The Board of Directors reserves the right at all times to rescind permission from any group using the Ecology Centre.



**Signed Agreement Statement:**

I have read the terms and conditions of use of An Tairseach Ecology Centre and I/We agree to abide by the requirements.

**Signed on behalf of the Group:** \_\_\_\_\_

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

**Name of the Group:** \_\_\_\_\_