**The Avalon Centre CLG Terms & Conditions of Hire**

THIS AGREEMENT IS MADE BETWEEN:

(Hirer) and The Avalon Centre CLG

**1. APPLICATION AND PAYMENT**

1. An application for Room Hire for the appropriate area/s should be initiated by contacting The Avalon Centre’s room hire team by phone on 071-91-61836 or email admin@theavaloncentre.ie or reception@theavaoncentre.ie.
2. If the Avalon Centre is in a position to facilitate the booking you require, you will be set up as a user on our online booking system- Skedda.
3. You will be required to furnish The Avalon Centre with necessary documentation such as Insurance, Garda Vetting and Child Safeguarding Statement/Policies (if relevant) prior to the commencement of your class/event.
4. You will receive a link to your email address to log on to Skedda to complete your booking.
5. You will be required to answer a number of mandatory questions about your event/class before you can complete your booking.
6. Your booking is not guaranteed until we have received all the necessary documentation and you have completed your booking online on the Skedda Platform.
7. It is the Hirer’s responsibility to ensure that all bookings start and finish on time. If the facility is used longer than the booking hire period, the Hirer will be required to pay an additional fee calculated on a pro rata basis for the additional time used.
8. Actual cleaning costs will also be charged for bookings where the size or makeup of the crowd requires the engagement of an event cleaner.
9. The Board of Directors of the Avalon Centre CLG will assess all applications. All bookings are subject to approval by the Board and this decision in respect of same is final
10. All payments must be made by EFT, on either a weekly or monthly basis, to the Avalon Centre Bank account

Account details

Bank Sort Code: 937258

Account Number: 29158112

BIC: AIBKIE2D

IBAN: IE35AIBK93725829158112

1. If agreed payment arrangements are not honoured, bookings will be terminated immediately. Non-payment of rent will render the room hire agreement null and void and will result in loss of access to the facility.
2. A room hire form will be required to be completed online, a signed copy of these t & c’s will need to be returned via email or post to manager@theavaloncentre.ie

**2. HIRER’S RESPONSIBILITIES**

1. **Child Protection Warranty:** It is a condition that where you or any employees, including volunteers, work with children or vulnerable adults, you have in place a full written policy for the Protection of Children & Vulnerable Adults based on Children First, National Guidelines for the Protection of Children & Duty of Care- The Principles of Good Practice and for the Protection of Young People, as published by the Department of Health & Children. Furthermore, the Garda Central Vetting Unit must be used to check all employees and volunteers who may have access to unsupervised children and/or vulnerable adults. Copies of these must be furnished to The Avalon Centre, prior to the commencement of the booking.

**The Hirer is responsible for:**

1. Organising and running the activity conducted during the booking period in consultation with the Service Manager.
2. Leaving the Facility in a reasonably clean state. If the facility is left in a state that requires extensive cleaning, the Hirer will be liable to pay any additional cleaning fee.
3. Arranging appropriate first aid services for all persons involved in, or associated with, the booking activity.
4. Reporting any incident or injury occurring at the facility during the period of hire. The Hirer undertakes to inform The Avalon Centre staff immediately of any incident and to cooperate with staff in completing any documentation required.
5. Supervision and control of all persons to designated areas.
6. Making sure its employees, agents and invitees comply with all the directions or instructions from the Service Manager or member of staff.
7. Ensuring the facility is not used for any activity other than that specified at application stage and on the online Booking Application Form.
8. The Hirer will ensure that a competent, qualified adult is in attendance to supervise the proper and safe usage of the centre by members of their group.
9. The person responsible for supervising the group must, on entering the building, sign in on the visitor’s book and sign out when they are leaving the premises. They must keep their own sign in/out attendance records for the individual members of their group which could be used in the event of the necessary evacuation of the building to account for all members of their group.
10. Users accept that there may be other groups using the Centre offering the same activity as them, possibly on the same day.
11. Users must vacate the hall/studio/rooms promptly at the end of their allotted time to facilitate others.
12. The Avalon Centre CLG does not accept responsibility for any equipment lost, stolen or left on the premises. It must be noted that user groups **must not leave any equipment or materials on the premises** **without prior permission.**
13. The Board of Directors reserves the right to review, change or cancel a booking with prior notice in writing.
14. Users are advised not to do any promotion or advertising until they have received confirmation of their booking from the Avalon Centre CLG.

**3. CANCELLATION**

1. Bookings can be cancelled/amended by you, on the Skedda platform up to 36 hours before the date of your class/event. Booking’s that have not been cancelled 36 or more hours in advance, will be charged for in full.
2. The Service Manager may close the Facility at any time at his/her absolute discretion. Neither The Avalon Centre CLG nor the Service Manager will be responsible for any loss or damage, direct or indirect that may be incurred by the Hirer as a result of any such closure.
3. The Service Manager may at any time at his/her absolute discretion cancel a booking in the event of any breach of these Conditions of Hire by the Hirer, its employees, agents or invitees. In such circumstances neither the Avalon Centre nor the Service Manager will be responsible for any loss or damage, direct or indirect that may be incurred by the Hirer as a result of any such cancellation.
4. In the event of a closure of the facility or cancellation of a booking as a consequence of a breach of the Conditions of Hire by the Hirer, the Hirer will be responsible for payment to the Avalon Centre of all expenses incurred by the Avalon Centre as a consequence of such closure or cancellation.
5. It is the Avalon Centre’s policy to give priority to Hirers wishing to facilitate voluntary/community events.
6. The Avalon Centre reserves the right to cancel any booking made in accordance with these Conditions of Hire, at any time, due to the facility being required for a major event. Every effort will be made to limit the impact of any cancellations.
7. The Centre’s facilities may be unavailable from time to time, for example for centre related activities, such as camps, events, school use or large maintenance projects – groups will not be charged for any time not available to them as a result of such arrangements. Where already paid for, the value of the time lost will be deducted from the next payment due.
8. The Avalon Centre reserves the right to review, change or cancel a booking with prior notice in writing.

**4. ADMISSION**

1. The Service Manager may at his/her absolute discretion refuse admission to the facility to any person.
2. The Hirer shall not permit any person to enter the facility to whom admission has been refused by the Service Manager.
3. The Service Manager may at his/her absolute discretion direct any person to leave the facility
4. The Services Manager shall at all times be entitled to free and unrestricted access to any part of the facility.

**5. HEALTH & SAFETY**

 All Hirers must ensure that their groups observe:

1. Safety Notices
2. Participation in Fire Drills
3. Any guidelines for ensuring safety provided by the Centre’s Health & Safety Statement

**6. PARKING**

1. Car parking anywhere on the grounds of the Avalon Centre is STRICTLY FOR AVALON CENTRE STAFF ONLY. The Hirer, its employees, agents and invitees are not permitted to park on the grounds of the Avalon Centre.
2. The Hirer, its employees, agents and invitees shall comply with parking regulations and directions of staff in the parking areas controlled by The Avalon Centre CLG.
3. The Hirer shall be responsible for notifying its employees, agents and invitees of the parking regulations and restrictions of the Avalon Centre CLG.

**7. ANIMALS**

No animal, except for an assistance/seeing dog accompanying a visually impaired person, shall be admitted inside any building unless the written consent of the Service Manager is first obtained.

**8. DAMAGE**

The Hirer shall pay the Avalon Centre all cost incurred for repairing any damage to the facility or any part thereof arising out of its use by the Hirer, its employees, agents or invitees.

**9. WARRANTY**

The Avalon Centre CLG shall not accept any responsibility or liability for any fault or failure of the lighting, electrical, heating, TV screens, projectors or sound systems or any consequential loss arising from any such fault or failure. The Hirer acknowledges and agrees that it is the sole responsibility of the Hirer to establish to its own satisfaction the suitability of all such plant and equipment for the use and purpose intended by the Hirer.

**10. USE OF THE FACILITY**

1. The Hirer shall not sub-let all or any part of the facility
2. The Hirer shall not bring any alcoholic beverages, or allow any participants or spectators to bring alcoholic beverages into the facility or the immediate vicinity of the facility.
3. No fixtures, fittings or furnishings in the facility may be altered, moved or removed without the prior consent of the Service Manager and in accordance with any conditions notified by the Service Manager.
4. No advertisements may be displayed on, in or in the vicinity of the facility without the prior consent of the Service Manager and in accordance with any conditions notified by the Service Manager.
5. No marquee, hut, stall or similar structure shall be erected within the area surrounding the facility without the prior consent of the Board of Directors.
6. No selling, or disposing of any item in the facility shall take place without prior approval from the Board of Directors
7. The Hirer shall not offer or expose for sale any refreshments or any other goods or services in the vicinity of the facility.
8. A number of activities can be held in the venue at one time. Clients are advised that the noise from these activities may be distracting.
9. Smoking in the Centre is strictly prohibited
10. All Hirers should ensure that they keep an attendance list of all individuals participating in their activity and this should be made available to the fire warden in the event of an emergency/fire evacuation.
11. The Hirer shall not use any of the Avalon Centre’s computers, laptops, photocopiers, printers, projectors, stationery or any other equipment or materials without prior consent of the Service Manager and in accordance with any conditions notified by the Service Manager.

**11. INSURANCE**

1. All groups using the facilities must provide their own insurance.
2. A copy must be made available to the Avalon Centre CLG before any agreement of use is approved.
3. The Avalon Centre CLG must be indemnified on your insurance policy
4. Each Hirer must have a Public Liability policy in place with a minimum value of €6.5 million.

**12. DEFINITIONS**

*Hirer:* The person and organisation described on the booking application form.

*Activity*: The booking details contained on the application form.

*Facility*: The venue that the booking is at is The Avalon Centre

*Finance & Services Manager*: The person designated as Finance & Services Manager of the Avalon Centre CLG.

I have read and understand the above conditions of hire and understand that any breach of the above conditions will render this agreement null and void:

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

**PLEASE NOTE: THESE PREMISES ARE MONITORED BY CCTV**