

# Castleknock Community Centre Association



A community partnership serving  
Ashleigh, Bramley, Carpenterstown Park, Laurel Lodge, Laverna, Oaktree

## Booking Inquiry Form

Date Of Application \_\_\_\_\_

Organisation Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E.Mail \_\_\_\_\_

Nature Of Activity \_\_\_\_\_

Max No. Of Proposed Participants  
Adults \_\_\_\_\_ Children \_\_\_\_\_

Dates/Times Requested

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

For office use only

Comments \_\_\_\_\_

**USERS ARE ADVISED NOT TO DO ANY PROMOTION OR ADVERTISING  
UNTIL THEY HAVE RECEIVED WRITTEN CONFIRMATION OF THEIR  
BOOKING FROM THE COMMITTEE.**

All bookings are made on the understanding that those using/hiring the facilities agree to indemnify the **Castleknock Community Centre Association (CCCA)** against all actions, claims and out of pocket expenses by an individual or group arising out of the said booking. The CCCA do not accept any responsibility for any loss of injury occurring in, or in the vicinity of, the Centre, however caused. Applicants must enclose their original insurance certificate with each application, The certificate will be returned with written confirmation on receipt of it.

### **Terms & Conditions**

1. Application for the use/hire of the centre facilities must be submitted on the official application booking form
2. The management will assess all applications and respond to them in writing. All bookings are subject to approval by the management and their decision in respect of same is final.
3. The Centre may be unavailable from time to time, for example, school use, A.G.M., community functions. Users 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.
4. The management reserves the right to review, change or cancel a booking with prior notice in writing.
5. Payment for bookings will only be accepted by cheque or postal order
6. Cheques/Postal Orders must be made payable to Castleknock Community Centre
7. If agreed payment arrangement are not honoured, bookings may be terminated immediately. Non payment of rent will render this agreement null and void and will result in loss of access to the facility.
8. The user must give at least 48 hours notice of cancellation of classes/meeting otherwise a cancellation fee will apply
9. It is the hirer's duty to have adequate contact details of each participant on file.
10. Rates of hire will be decided on a six-month basis by the CCCA. The rates will be displayed in the Rental Structure Chart.
11. Rules, policies and procedures of the Center, as laid down by the CCCA, or the Manager/Staff must be abided by at all times. Users must familiarise themselves with this agreement and conditions attached, sign two copies, retain one and return second copy to be held on their file.
12. Users agree to read and comply with the community center safety statement, and to communicate to their participants, in a manner appropriate to their age, the relevant section of the safety statement.
13. The Hirer 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.
14. The CCCA are not responsible for unsupervised children in, or in the vicinity of, the Centre.
15. The Hirer or their representative, must **on every occasion** sign the desk diary at reception.
16. The Centre operates a strict footwear policy in order to protect the floor of the main hall. Users must provide suitable floor covering where appropriate.
17. Users agree to abide by any other terms & conditions as laid down from time to time.
18. Users accept that there may be other groups using the Centre offering the same activity as yourself, possibly on the same day.
19. Users must vacate the hall/rooms promptly at the end of their allotted time to facilitate others.
20. The Castleknock Community Centre Association does not accept any responsibility for any equipment left on the premises. It must be noted that user groups must not leave equipment without prior permission