



Tullyallen Community Centre

Terms & Conditions of Hire

Agreement Overview

This agreement is made between the Hirer and the Tullyallen Community Centre Hall Management Committee.

Application & Booking Confirmation

- All bookings must be submitted in writing using the official booking form, by email, or in person.
- A non-refundable deposit of 50% of the total rental fee is required to secure your booking.
- The remaining balance is due at least 7 days before the event date.
- Bookings are only confirmed after receipt of the deposit and a written confirmation from the venue.
- If full payment is not received by the deadline, the booking may be cancelled without refund.
- Each booking requires a fully completed application form. Submission of this form does not guarantee your booking; confirmation will follow after review.
- All bookings are for either an hourly or full-day period. The booking time must include setup, warm-up, and pack-up.
- Full payment of the booking fee is required to confirm the booking once the venue's availability is confirmed.
- The Hall Management Committee will assess applications and issue written responses. Approval is at the Committee's discretion, and their decision is final.
- Payments are accepted by bank transfer or cheque payable to Tullyallen Community Centre.
- Failure to honour payment agreements will result in immediate termination of the booking. Non-payment voids the agreement and access to the facility will be lost.
- All client data is managed in compliance with data protection laws and will be retained only as necessary for booking purposes.

Rental Period

- The rental period includes time for setup and cleanup.

- Early access or additional time must be arranged in advance and will incur extra charges.
- Exceeding the booked rental period will result in overtime charges.
- Rates are charged per hour or per full day as specified at booking.
- Only the booked space(s) may be accessed unless otherwise agreed in writing.

Included Facilities

- Standard tables, chairs, and lighting
- Wi-Fi access
- Heating

Cancellation Policy

- Cancellations made 7 days or more before the event: Full refund (excluding the non-refundable deposit).
- Cancellations within 7 days: No refund.
- If the venue cancels due to unforeseen circumstances (such as safety or legal issues), a full refund will be provided.
- The Management Committee can close the facility or cancel a booking at their discretion, without being liable for any resulting loss or damage.
- Should the Hirer breach these conditions, the Committee may cancel the booking without refund, and the Hirer will be responsible for any expenses incurred.
- Booking deposits are non-refundable.
- Priority is given to voluntary/community events. The Committee may cancel bookings if the facility is required for a major event, with all booking fees refunded.
- If the facility is unavailable due to centre activities, events, or maintenance, affected groups will not be charged, and any already paid amount will be credited.

Usage Rules & Notifications

- The hall is to be used only for the agreed purpose.
- No smoking or vaping is allowed inside the building.
- Serving alcohol requires prior written approval and all necessary permits.
- Sound must comply with local regulations; the venue may reduce noise levels at its discretion. Be mindful of noise during church events.
- No nails, screws, tape, adhesives, confetti, glitter, open flames, fireworks, or pyrotechnics unless authorised in writing.
- Emergency exits must remain unobstructed.
- Compliance with all food safety and alcohol regulations is required.
- Animals are not allowed except for assistance dogs, unless written consent is given.
- Attendance lists must be kept and provided to the fire officer in emergencies.
- Multiple activities may occur simultaneously; noise from other groups may be present.

- Sub-letting any part of the facility is prohibited.
- Groups must observe the centre's user policy and all posted safety notices, participate in fire drills, and follow health and safety guidelines.
- Advertisements require prior consent from the Committee.
- No fixtures or furnishings may be altered or removed without Committee approval.
- Parking regulations must be observed; groups are responsible for informing participants of parking rules.
- The Committee may refuse admission to or remove any person at their discretion. They have unrestricted access to all areas.

Hirer's Responsibilities

- You are responsible for any damage or repairs; costs will be charged to you.
- Return all equipment to its original location and leave all areas clean. Extra cleaning fees apply for excessive mess.
- Ensure all participants and officials wear suitable, non-marking footwear on sports floors.
- Arrange first aid for all involved in your activity.
- Report all accidents or injuries immediately and cooperate with staff in documentation.
- Supervise participants and keep spectators in designated areas.
- Use the facility only for the booked activity.
- Ensure a qualified adult supervises your group at all times and signs in upon arrival.
- Protect floors by using required coverings and suitable footwear.
- Be aware other groups may use the centre for similar activities on the same day.
- Vacate rooms promptly at the end of your booked time.
- The centre is not responsible for lost, stolen, or unapproved stored equipment.
- Do not promote or advertise events until your booking is confirmed in writing.
- Ensure the room's suitability for your activity.
- Comply with all child protection regulations and provide a Child Safeguarding Statement if required.

Cleaning & Waste Disposal

- Remove all personal items, decorations, and equipment after your event.
- All rubbish must be taken off-site; no waste disposal is provided.
- Additional cleaning fees apply for excessive mess or damage.
- The venue must be left in the same condition as found.

Liability & Insurance

- The Hirer is responsible for any damage to the venue, furniture, or equipment during their rental.
- The venue is not liable for loss, theft, or damage to personal property.

- All groups must provide their own insurance, with a copy supplied before use is approved.
- The Hall Management Committee must be indemnified on your policy.
- Each Hirer must have Public Liability insurance of at least €6.5 million.
- The Committee is not responsible for any equipment failure or related consequential loss. The Hirer must assess all equipment's suitability for their intended use.

Indemnification

- The Hirer agrees to indemnify and hold harmless the venue, its owners, and staff from any claims, damages, or expenses arising from the event.

Termination

- The venue reserves the right to terminate the rental without refund if any terms are breached.

Agreement Acceptance

By signing this agreement or making payment, the Hirer confirms they have read, understood, and accept these booking conditions and rules.

- Renter Name: _____
- Name of Organisation/Group/Business: _____
- Date: _____
- Signature: _____