

CONTRACT BOOKING FORM WITH LISTOWEL FAMILY RESOURCE CENTRE FOR GROUPS AVAILING OF MEETING SPACE

Thank you for choosing to hire from Listowel Family Resource Centre. Please complete and return the form to Listowel FRC. Thank you.

Name of Group:	_____
Main Contact person:	_____
Phone Number:	_____
Address:	_____ _____
Purpose of Group:	_____
Group activities being carried out on premises:	_____ _____
Maximum number of Members Present at any one time:	_____
Booking Date & Times:	_____
Signature & (Position in the Company, Organisation or Group)	_____ _____
Date:	_____

By signing a Contract Booking the User is agreeing to adhere to these standard Terms and conditions and failure to comply may lead to termination of Contract for use of this Centre.

The "Centre" shall mean the first floor internal building space occupied by the Listowel Family Resource Centre

The "User" shall mean the named group (of persons) that signed up to use the Centre Facilities, either on a regular basis or infrequent basis.

A booking application must be completed by all groups using the Centre. A hiring agreement must be completed by all non-community groups. Fees apply for the use of the facilities. Rates are subject to confirmation at the time of booking.

All rent or payments owed to the Centre will be calculated within the agreed rate and within the scale of charges. All cheques must be made payable to the Listowel Family Resource Centre and accompanied by an invoice number which will be on the invoice from the Centre.

In the event of a non-arrival or same day cancellation, the normal hire cost will be charged to the group. A 50% Cancellation fee will apply if room is not cancelled 5 working days before the booking.

The Listowel FRC Caretaker will inform all groups of the specific Centre Rules, Fire Procedures & Safety Statement in practice at Listowel FRC.

The Listowel FRC caretaker will show all groups the smoking areas as there is no smoking in any part of the building.

The premises are to be used only for the purpose set out in the Booking Form, and cannot be transferred to another group by the original applicant.

The Centre does not accept liability for loss or damage, to property brought into the Centre by or on behalf of the user, however caused.

The User will be liable and responsible for any damages, breakages or removal of any property caused by their group or their guests. The User is expected to report any damage, breakages or removal of property to the Caretaker or the Administration Office. The User must inform the center where any Centre equipment faults have occurred, prior to or during use, and reported immediately.

Affiliation / Insurance:

Any user not affiliated to Listowel FRC (i.e. an independent established organization or group or affiliated to a National Body) please give following details

Insurance Company Name: _____

Insurance Policy Number: _____

Renewal Date: _____

Please supply a copy of your Insurance Policy.

The Centre operates a wide range of policies, including Child Protection and Confidentiality. We would ask that anyone working with children, young adults or venerable adults (or are present in the Centre while children, young people or venerable adults are attending) adhere to these guidelines. It is also possible that other user groups/individuals are present at the same time, who uses this Centre is confidential and you are expected to keep any information you acquire as a result of your presence here in the strictest confidence. A copy of all the Centre Policy documents can be requested at any time from the administration office.