

BOOKING REQUEST FORM

Dundalk Sports Centre

Organisation/Club Name

Main Contact information

Name:

Full Address:

E-Mail:

Tel. Number:

Booking information

Facility to be Hired: Mainhall ☐ Studio ☐ All Weather Pitch ☐ Gallery ☐ Muga ☐ Tennis Court(s) ☐

Purpose of Hire :
e.g athletic training etc

Day of Hire:

Mon

☐

Tue

☐

Wed

☐

Thurs

☐

Fri

☐

Sat

☐

Sun

☐

Time Required:

Start time

End time

Dates Required

Start Date

End Date

Does your club/organisation have a child protection policy?

All bookings with u18's participants must provide copy of child protection policy

Yes

☐

No

☐

Does your club/organisation have public liability insurance?

All bookings must provide a copy of insurance prior to booking taking place

Yes

☐

No

☐

Additional information:

Please provide any other
information you feel relevant
to your booking request

Invoice Information

Please provide name and email for invoices to be sent (if details are different to contact person)

Name:

Full Address:

E-Mail:

Tel. Number:

BOOKING REQUEST FORM

Dundalk Sports Centre

Person in charge of Sessions (if different from Main Contact)

Name:

Full Address:

E-Mail:

Tel. Number:

Child Protection officer (If Applicable)

Name:

Full Address:

E-Mail:

Tel. Number:

For Official use only:

Price Quoted €

Received Copy of public liability insurance

Received Copy of child protection policy
(For groups with participants under 18 years old)

All relevant information provided

Condition of Hire Signed

Staff Name (Printed)

Staff Name (Signed)

Date:

BOOKING REQUEST FORM

Dundalk Sports Centre

Terms and Conditions of Hire

- Louth County Council reserves the right to terminate any hire agreement at any stage.
- Any property and/or vehicles left on the premises are done so at the owner's risk.
- Louth County Council accepts no responsibility for any loss, injury or damage to person caused or arising from direct or indirectly the negligence, willful act or default, breach of statutory duty or breach of contract by the company, its servants, and agents, licenses on or in the approaches of or to its property.
- **All groups using the facilities must provide their own insurance. A copy must be provided to Louth County Council Sports facilities team, ensuring cover of period of booking by email to dscsupervisors@louthcoco.ie.**
- Users are responsible for leaving all facilities used, including changing areas and toilets, in a clean and tidy condition.
- Avoidable damage caused to the lights, fire alarms, smoke fittings, windows etc. to the facilities, and any other equipment during any session, will be charged to the person/group named on the booking form.
- Please report damage caused to any of the facilities as soon as possible, either to the onsite staff member or to Louth County Council.
- Users are only authorised to use the equipment and facilities they have booked. This will be specified during the initial hire agreement.
- Hire slots must not over-run due to late starts. It is the Hirer's responsibility that all booking start and finish on time. If the facility is used longer than the booked hire period, the hirer will be required to pay an additional fee calculated on a pro rata basis for the additional time used.
- Only appropriate and non marking soled footwear can be worn in the hall.
- Instruction on the use of specific equipment / facilities can be given prior to or during the initial hire (on request).
- Louth County Council will notify the user(s) of unfit playing conditions, giving at least 24 hours notice (where possible) of cancellation.
- Cancellations incurred less than 48 hours before the proposed date of hire will result in a charge being levied for the full hire cost of the facilities.
- Times of hire are hour slots broken down for 55 minutes and 5 minute allowance for changeover (unless prior arrangements are agreed).
- All groups must pay before commencement of their booking, unless agreement by management prior to booking.
- Invoices will be sent to the contact on the booking form unless other payee details are given or other payment instructions are agreed. Invoices will be done on a quarterly basis and should be paid within 30 days of receipt of invoice.
- Fire action notices are located in reception and at the entrance to the hall. Please read these and ask all group members (all users) to do so.

Child Protection and safety

- For groups with participants under the age of 18. In the interest of child protection all groups working with children and venerable adults must adhere to the correct adult/child ratios for activity undertaken.
- All responsible adults must make themselves familiar with to Louth County Council child protection policy displayed onsite and can be made available upon request.
- The Customer shall provide Louth County Council with the name and contact details of their child Protection Officer if applicable.
- Persons under 13 years of age must be actively supervised by a responsible adult at all times.
- Persons under 13 years may not be on site unsupervised.

I have read the above conditions and will make all of my club members aware of them and agree to abide by them.

I understand that the hire agreement is at risk of termination if any of the above conditions of hire are broken.

Printed name:

Signature:

Date:

Please Retain a copy of booking request form as a reference