

Terms and Conditions for Hire of Facilities

Emyvale Leisure Centre

Emyvale Leisure Centre Committee CLG

Version 1.0

Interim Approval date 02/01/2026

Next Review Date 31/01/2026

Responsibility for approval of policy: Board

Terms and Conditions for Use of Facility

Insurance:

All bookings are made on the understanding that those using/hiring the facilities agree to indemnify Emyvale Leisure Centre Committee CLG against all actions, claims and out of pocket expenses

by an individual or group arising out of the said booking.

Cancellation Policy:

2 days or more notice: Cancellations made with at least 2 days' notice will not incur charges.

1 day or less notice: Cancellations made with 1 day or less notice will be charged 50% of the full booking fee.

All Cancellations must be made through the official booking system. Alternatively, by email or text quoting booking reference number.

General:

1. Any person in charge of a group must arrive and sign in before the start time.
2. Rooms will only be available to use from the time they are booked. If hirers arrive before this time access to the room/hall may not be available. When booking, please allow time before the event/session is due to start, and for overruns. Your event/session must end and the room/hall be cleared no later than the finish time as stated on your booking application form. Please note that the booking times are normally between 9am and 10.00pm, with exceptions.
3. Charges may be incurred for any serious time run over, pro-rata to hourly rate.
4. It is your responsibility to ensure the maximum notified capacity of the facilities is not exceeded at any time.
5. You shall not sub-let or share occupation of the facilities without prior written approval from Emyvale Leisure Centre Committee CLG.
6. The user agrees to abide by any other terms & conditions as laid down from time to time.
7. The user accepts that there may be other groups using the facilities offering the same activities.
8. You shall not use any public area of the premises for display of any signs or notices without prior approval from Emyvale Leisure Centre Committee CLG.

9. The use of the facilities does not carry any endorsement by Emyvale Leisure Centre Committee CLG and none shall be claimed or implied by you in anyway whatsoever.
10. No group or person has exclusive rights to the hall or any rooms.
11. Absolutely No Chewing Gum permitted on the premises.
12. There is strictly no smoking or vaping in or around the facilities.
13. All areas to be left clean and tidy after use.
14. Each Group must take away any rubbish that they accumulate as a recycling policy applies at the centre.
15. Appliances are not to be interfered with.
16. Equipment belonging to the facilities is not to be removed. Unless prior agreement with management has been made.
17. Any damage/breakages incurred during hire will be charged accordingly.
18. Any accidents/incidents or damage occurring at the premises must be immediately reported to Emyvale Leisure Centre Committee CLG and an Accident/Incident Report form completed.
19. The user 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 (Appropriate adult/child ratio applies).
20. Children cannot be left unsupervised at the facility, or in the vicinity of the facility, under any circumstances
21. Emyvale Leisure Centre Committee CLG reserves the right to withdraw or refuse to hire rooms should they have reasonable cause to do so.
22. Emyvale Leisure Centre Committee CLG reserves the right to cancel bookings in the event of unforeseen circumstances. The user will be notified as soon as Emyvale Leisure Centre Committee CLG are aware of the situation.

Catering:

1. Should you wish to prepare/provide food and/or beverages for your event, it is your responsibility to ensure you are compliant with Food Safety Legislation and Food Hygiene standards.

Emyvale Leisure Centre Committee CLG accepts no responsibility for breach of food hygiene legislation by an individual or group. (Charge applies to kitchen facilities)

Confirmation of Booking:

1. Groups or persons requesting the use of the facilities will be sent:

- Application form or confirmation via booking system email
- Terms and Conditions
- Hire Rate
- Details of room capacity

2. Application for the use/hire of the facilities must be submitted on the official application form.

3. The applicant should return the completed application form to the Administrator, Emyvale Leisure Centre Committee CLG, Emyvale Leisure Centre, Emyvale, Co. Monaghan.

4. Emyvale Leisure Centre Committee CLG will consider the application and revert to the applicant in writing either confirming or declining the request. Where the request is declined the applicant will

be given the reason for such.

5. All bookings are subject to approval by Emyvale Leisure Centre Committee CLG.

6. A booking will be considered provisional until Emyvale Leisure Centre Committee CLG has confirmed the offer in writing and a signed acceptance has been received from the applicant. An email is an acceptable form following a phone booking if the booking system was not used.

Payments:

1. Once off users must pay 50% at the time of booking if less than 2 weeks, and the balance on the day, to use of the facilities.

2. Regular users must pay at end of each month.

3. Payment for bookings will only be accepted by Bank transfer, Cheque, or cash.

4. Cheques/Postal Orders/Draft must be made payable to Emyvale Leisure Centre Committee CLG.

5. Receipts will be issued in all cases. Hirers should ensure that a receipt is obtained for each payment.

6. If the agreed payment arrangement is not honoured, Emyvale Leisure Centre Committee CLG reserves the right to terminate your booking immediately.

7. Non-payment of hire fee will render this agreement null and void and will result in loss of access to the facility.

8. Charges will be incurred for any serious time run over.
9. Any damage/breakages incurred during hire will be charged accordingly.
10. The user must adhere to the cancellation policy, otherwise deposit/payment will not be refunded.
11. The facilities may become unavailable from time to time. Users will not be charged if this situation should arise. Where already paid for, the value of the time lost, will be deducted from the next payment due or refunded. At least 2 weeks' notice will be given where possible.
12. Rates of hire will be decided by Emyvale Leisure Centre Committee CLG. The rates will be displayed in the Foyer and current rates are attached. The current rates will be reviewed on an annual basis.

Equipment:

1. Emyvale Leisure Centre Committee CLG does not accept any responsibility for any equipment left on the premises. It must be noted that user groups must not leave equipment in the facilities unless by prior arrangement.
2. Where equipment is left on the premises, it should not be left where it is likely to cause a nuisance
or interfere with any other person/group using the premises.
3. Equipment must be free standing. It is forbidden to attach any equipment to the beams, walls or elsewhere in the building.
4. You shall be responsible for the security and insurance of any such equipment.

Health and Safety:

1. You shall comply with the Centre's security requirements at all times and follow any specific
security related instructions, which may be given by Emyvale Leisure Centre Committee CLG at any time.
2. You shall comply at all times with the facilities Fire, Emergency and Health and Safety regulations.
Fire instructions including Fire Escape routes are displayed throughout the premises. You must ensure your group is familiar with them. Fire exits and routes must not be obstructed.
3. Any persons supervising or working with any child under 18 must adhere to Irish child protection legislation.

It is your responsibility i.e. user group, club, or organisation, to familiarise yourself with this legislation (Children First Act 2015) and ensure that it is complied with at all times while children under your care are on the premises.

Indemnity and Insurance:

1. Any person, group, club, or organisation wishing to hire the facilities must have their own insurance for a limit of indemnity of €6.5m with a Specific Indemnity to Emyvale Leisure Centre Committee CLG noted thereon. Evidence of such insurance must be produced at time of booking the facility.
2. Emyvale Leisure Centre Committee CLG must be indemnified from all/any claims, demands, actions or suits arising out of or in connection with this rental.
3. Emyvale Leisure Centre Committee CLG takes no responsibility for loss or damage of any equipment you bring into the facilities

Conditions Under which Applications will be Granted:

Applications will be approved on satisfactory completion of an official application form and signed

Terms and Conditions subject to the following:

- Suitability of activities
- Availability of space
- Adequate supervision by group
- Payment terms

Regular reviews will be conducted in respect of all applications and subsequent permission for use of premises will be determined by these reviews (reviews are based on satisfactory compliance with conditions set out above).

I/We have read and agreed to the conditions of hire as set out in the Terms and Conditions.

Signed: _____ **Date:** _____

Name (block capitals): _____

Name of Organisation (if applicable): _____

Review

This interim policy will be reviewed in three years or sooner if circumstances changed.

Signed: Adrian Geary

Signed: Collette Deeney

Signed: Mark McDonnell

ELCC CLG Chairperson

ELCC CLG Secretary

ELCC CLG Treasurer

Date: 02/01/2026

Date: 02/01/2026

Date: 02/01/2026

Signed Board member

Signed version of policy kept in Emyvale Leisure Centre