## **KCC**

## **APPLICATION FOR HIRE OF NEWBRIDGE TOWN HALL**

## Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Required: From / / to / /

 From / / to / /

 From / / to / /

## Description of Booking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Please state any planned breaks during the year e.g. Easter, summer, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day(s) of the week required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Time period of sessions: From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

## IMPORTANT: PLEASE NOTE

You will be charged for the full period the hall is in use – this includes setting up prior to classes and clearance after classes until the hall is vacated.

## FOR OFFICE USE ONLY:

Date of Request Accepted Rejected

## Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **CONDITIONS FOR HIRE OF ASSEMBLY HALL**

**Town Hall, Newbridge.**

* A valid Insurance Certificate must be submitted to Kildare County Council. **This must include Public Liability limit of €6,500,000**.If the policy expires during the period the hall is being hired, the policy must be renewed and a copy of the new certificate submitted to Kildare County Council .
* All fees for the hire of the hall must be paid upon receipt of invoice. Kildare County Council reserves the right to terminate the use should monies be outstanding. Invoices can be paid at the cash office, level 2,Aras Chill Dara,Devoy Park,Naas,Co.Kildare or by credit/debit card over the phone on 045 980657.
* The hall must be left in a reasonable state after each class to facilitate the next user.
* Please check with the facilities department before bringing any equipment into the hall. Any equipment being used must be lifted and not dragged across the floor.
* Signage is not permitted in the vicinity of the hall.
* It is not permitted to erect posters or signage on the walls in the Town Hall.
* Children must be adequately supervised at all times.
* Kildare County Council will not be held responsible for any items that may go missing or are stolen/mislaid from the hall.
* Kildare County Council will not be held responsible for any claims in the event of injury taking place in the hall or in the vicinity if the hall.
* Any classes not going ahead must be cancelled at least 24 hours in advance. Classes will be charged for where adequate notice has not been given.
* **Please adhere to the times allocated to you and vacate the hall on time to facilitate our Caretaker and other users.**

Requests are frequently being made for the Town Hall, and if the above conditions are not adhered to, Kildare County Council will have no hesitation but to terminate the use.

**B.Griffith**

**Buildings and Facilities Manager**

**To be signed by the applicant**

**I confirm that I agree to the above conditions for hire of the Assembly Hall in the Town Hall, Newbridge.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**