

Directors:

Don Stockley	Chairman,
Michael Walley	Vice Chairman
Wendy Bradshaw	Financial Director
Bill Ramsell	Company Secretary
John Coleman	
John Clifford	
Glenn Casey	
Very Rev. John McCarthy	
Michael Farrell	
Cathal Rasmussen	



www.cobhcommunitycentre.ie



Official – Cobh Great Island Community Centre



@Cobh_Community

TERMS AND CONDITIONS

General

- 1. 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 form. Please note that the booking times are normally between 9 a.m. and 10p.m.
- 2. Should your event/session continue after the agreed finish time, the Centre shall make every endeavour to accommodate you.**
However, should the Centre request you to vacate the premises, for example, in the event of requiring the room for a subsequent hirer, you shall agree to immediately comply.
- 3. It is your responsibility to ensure the maximum notified capacity of each room is not exceeded at any time.**
- 4. Any accidents/Incidents or damage occurring within the premises must be immediately reported to the Centre staff.**
The staff member will then log the accident/incident in our Accident/Incident Book.
- 5. Charges will be incurred for any serious time run over.**
- 6. You shall not sub-licence or share occupation of the room/hall without prior consent from the Committee.**
- 7. You shall not use any public area of the premises for registration of guests, display any signs, notices without prior written approval from management.**
- 8. The use of the Centre does not carry any endorsement by the Board of Management and none shall be claimed or implied by you in anyway whatsoever.**
- 9. You shall not make use of the Centre logo in anyway whatsoever, except with the prior written approval of the Board of Management.**

Cobh (Great Island) Community Centre, Orelia Terrace, Cobh, Co. Cork Tel: 021-4815904 Email: office@cobhcommunitycentre.ie

Company Limited by Guarantee

Supported by: Francis C Kelleher & Company, 1 Pearse Square, Cobh, Co Cork Tel: 021 4812300 Fax: 0214816601

Reg. Off. Orelia Terrace, Cobh, Co. Cork

Reg. in Ireland, Co. No. 339641

Charitable Status No. CHY 14473



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- 10. There is strictly no smoking in the Centre building.**
- 11. Each group must take away any rubbish that they accumulate as a recycling policy applies at the Centre.**
- 12. Any person in charge of a group must turn up, and sign in, before the start time.**
- 13. Children cannot be left unattended at the Centre.**
- 14. It is understood that no group or person has exclusive rights to the hall or any rooms unless previously agreed by the Board.**
- 15. The Board reserve the right to withdraw or refuse to hire rooms should they have reasonable cause to do so.**
- 16. The Board reserves the right to cancel bookings in the event of a clash of fixtures or other unforeseen circumstances.**
A minimum of three days notice will be given should this happen.
- 17. Main Hall**
When playing ball sports in the Main Hall, please make sure to keep the ball below the black line. In the event that a tile is broken, the User Group will be invoiced a fee of €50.00 to pay for the replacement tile.

Charges

- 1. A deposit of €50 will be taken at the time of booking for any group wishing to use the Centre for five weeks or more.**
- 2. A deposit of €20.00 will be taken at the time of booking of facilities for Children's Birthday Parties.**
- 3. Venue hire and all other charges are reviewed in June of each year.**
Hirer shall pay the rates applicable on the day of the event. We reserve the right to alter details shown on our literature without notice.

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- 4. Cancellation of the room/hall must be given no later than 24 hours prior to booking.**
Any cancellation under this time will be charged the full amount of room/hall hire.
- 5. Charges for room hire will be subject to review once a year or sooner at the discretion of the Board of Management.**
Any changes will be notified in writing.

Catering

- 1. If you request tea/coffee please state on your booking form, a charge of €1.00 per person will apply.**
- 2. Should you provide snacks/food or other beverages for your client group, it is your responsibility to ensure food safety and hygiene standards are in accordance with legislation.**

The committee accepts no responsibility for breach of food hygiene legislation by an individual or group.

Confirmation of Booking, and Payments

- 1. Groups or persons requesting the use of the Centre will be sent:**
 - Application Form
 - Copy of Terms and Conditions
 - Copy of Room Hire Rates
 - Details of Available Rooms
- 2. The client will return the completed application form to the Manager of the Community Centre.**
- 3. The Allocations Group will consider the application and revert to the Client in writing either confirming or declining the request and confirming any conditions attaching to the grant.**
Where the request is declined the client will be given the reasons for such.
- 4. A booking will be considered provisional until the offer has been confirmed in writing by the allocations group and a signed acceptance has been received from the client.**

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5. Payment

- **One Off /Weekly/Fortnightly/Monthly Users**
Payment in full must be made on day of use.
- **Regular Daily Users**
Payment in full for current week MUST be made on Friday of that week

6. Payment by cheque is preferred, cheques should be made payable to the Cobh (Great Island) Community Centre Ltd. `

7. Receipts will be issued in all cases.

Hirers should ensure that a receipt is obtained for each payment.

8. Unless otherwise agreed in writing, telephone calls, photocopying and other business services are not included in the venue hire and will be itemised on your invoice separately.

Equipment

1. Rooms/Hall must be cleared of any equipment/gear or other items which are not the property of the Community Centre, after each session of use unless special arrangements are made with the Committee.

The committee cannot be responsible for any items left unattended in the Centre.

2. You shall be responsible for the security and insurance of any such equipment.

3. If you need to make storage arrangements please state your needs on your application form or in writing to the management committee.

4. There may be a charge for this storage if considered appropriate by the Board.

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 Centre staff at any time.

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2. You shall comply at all times with the Centre's fire, emergency and health and safety regulations.

Fire instructions including fire escape routes are displayed throughout the premises. Please ensure you/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 National Guidelines for the protection and welfare of Children, Department of Health and Children 1999) and ensure that it is complied with at all times while children under your care are on the premises. It is the policy of the community Centre to have a copy of the Child Protection Procedures of each group using the Centre involving children under 18 years of age.

Indemnity and Insurance

1. Any person, group club or organisation wishing to hire rooms/hall in the Community Centre MUST have their own insurance cover and provide a copy of the insurance policy with their application form.

The Community Centre must be indemnified from any claims, demands, actions or suits arising out of or in connection with this rental. Please contact the manager for further clarification.

2. While the Centre committee will store equipment or other items (if requested and agreed), the Centre takes no responsibility for loss or damage of any equipment or items stored.

Complaints and Claims

1. If you have a complaint prior to or during your use of the building, you shall notify us immediately and we will do what we can to help.

2. The Centre shall not be liable for any complaint or claim you must notify in writing within seven days of the event.

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Wheelchair Access

The Community Centre building is wheelchair accessible.

COBH (GREAT ISLAND) COMMUNITY CENTRE ROOM HIRE RATES (04.05.2016)

	Commercial Per Hour	Community Per Hour
<u>Ground Floor</u>		
Main Hall 27.1m x 14.2m	€26.00 <i>(incl Children's Birthday Parties)</i>	€16.00
Main Hall – Indoor Soccer (includes Goal Posts)	€31.50	€31.50
<u>First Floor</u>		
Frederic Ozanam Room (Board Room) 8m x 4.5m	€16.00	€13.00
Carrigaloe Room & Rushbrooke Room (Rooms 8 & 9) 11.2m x 8m	€21.00	€16.00
Carrigaloe Room (Room 8) 3.4m x 8m	€16.00	€13.00
Rushbrooke Room (Room 9) 7.8m x 8m	€16.00	€13.00

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	Commercial per hour	Community per hour
Ballyvaloon Room (Room 10) <i>8m x 3.8m</i>	€16.00	€13.00
Ballymore Room (Room 13) <i>4.7m x 8m</i>	€16.00	€13.00
<u>Second Floor</u>		
Ballydulea Room (Room 14) <i>9.5m x 15.0m</i>	€21.00 <i>(incl Kid's Birthday Parties)</i>	€16.00
Ashgrove Room (Room 17) <i>4.2m x 4.4m</i>	Included with Ballydulea Room	
St. Colmans Wing 1 <i>6.4m x 4.3m</i>	€21.00	€16.00
St. Colmans Wing 2 <i>4m x 4m</i>	€16.00	€11.00

For cheques that cannot be processed because of insufficient funds we apply € 3.50 to cover bank charges.

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