



Mounttown Community Facility Room Booking Application Form

If you need assistance filling out this application please contact the administrator at Mounttown Community Facility on 01 663 6131

The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorized staff will have access to your information.

Group details

Name of Group: _____

Contact names please provide names of 2 contact who are leaders in your group

Contact 1

Name: _____

Contact phone: _____

Email address: _____

Contact 2

Name: _____

Contact phone: _____

Email address _____

Main Contact address for the group: _____

Insurance Details

Name of insurance Company: _____

Policy number: _____

Expiry Date: _____

A copy of your insurance certificate must accompany this application as well as a letter from your insurer indemnifying Mounttown Community Facility and Dún Laoghaire–Rathdown County Council.

Are all your group leaders Garda Vetted? Yes No

Do all your leaders have child protection? Yes No

Booking information

Type of Group:

Non-profit Local Community Faith based group Community Information service

Workshops & rehearsal space Student group For Profit (Profit based group are any group or individual generating income from using the centre)

Number of people attending: _____

Type of function

Celebrating Diversity Skill Development Meeting Focus group Sports/Fitness Education

Other (please specify) _____

What demographic will benefit from your function/booking: 10 -18 18-21 21+ over 55

Booking required please circle dates required on the calendar below

Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Feb	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Mar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Dec	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Room 1 Room 2 Room 3 Room 4 Computer Room Room 7 Room 8 Room 9 Top floor West Top floor East

Day: Monday Tuesday Wednesday Thursday Friday Saturday (*) Sunday (*) any new bookings for Sat and Sun from March 2018 will be rented at a higher room rental rate than our Monday to Friday rental rates.

Start time: _____ Finish Time: _____

Number of Hours require: _____

Number of Weeks Required: _____

Start date: _____ Finish Date: _____

Equipment required:

How many tables do you require _____ How many chairs do you require _____

Do you require a laptop Yes No , Do you require Projector Yes No ,

Do you require an Audio visual unit (DVD/Microphone/Amp) Yes No , Do you require Flipchart paper Refreshments required Yes No ,

if yes please talk to the facility administrator about our menu of snacks and refreshments.

What way would you like the room seating set up for you: Theatre Boardroom U-shaped Classroom Other (please describe) _____

PLEASE FILL IN ALL SECTIONS OF THIS APPLICATION FORM INCLUDING SIGNATURE AND DATE

Note: This form is an application **NOT** a booking. Following a successful application, the booking will be confirmed

Office Use Only

RECEIVED BY: _____

Date Application received: _____

Copy of insurance received Yes No

Copy of letter indemnifying *Mounttown Community Facility and Dún Laoghaire–Rathdown County Council* Yes No

Approved: Yes No

Approved by: _____

Comments:

Terms and Conditions for groups booking at Mounttown Community Facility

1. All groups applying to use the facilities at Mounttown Community Facility must complete the official application form and submit this to the Administrator.
2. Before permission is granted to use the facilities, your application must be approved by the manager. You will be informed of this by phone or email.
3. Groups booking with the Facility must have adequate public liability insurance cover and provide a copy to the facility, also providing a letter from their insurance provider indemnifying Mounttown Community Facility and Dún Laoghaire–Rathdown County Council.
4. Group members must report to reception and sign in on arrival and sign out when leaving.
5. Children must be supervised at all times.
6. Items of equipment must be returned to the storage areas after use and any damage must be paid for by the offending group.
7. Management may terminate any booking if the group are found to be in breach of our booking conditions.
8. Smoking and the use of e-cigarettes is not permitted anywhere inside the Facility.
9. If a group leader requires a storage press or room to be opened please ask at reception and a member of staff will do this for you.
10. It is the duty of group leaders to ensure the following:
 - a) That children and Young People in their group use equipment and room space properly, with due care for their own safety and the safety of others.
 - b) Faults with equipment must be reported immediately to staff.
 - c) Room capacities are not to be exceeded by the group.

11. If for whatever reason your group are not going to be attending their designated time slot the group leader must ring in advance to cancel, failure to cancel will result in the group being charged. It is the responsibility of the group leaders to inform their members of any cancellation not Mounttown Community Facility.

12. If the contact details of the group leader change Mounttown Community Facility must be informed.

13. You must enter and leave the room at the times given in your application. All groups are asked to tidy up a couple of minutes before the end of their finishing time to enable the next group to start on time.

14. If there is cleaning or damage that needs attention please report to reception where the appropriate member of staff will be designated to deal with the problem.

15. We would like to remind you we are situated in a residential area please be respectful of our neighbours and our neighbourhood when entering and leaving the facility.

16. We would ask group leaders to make sure that those attending your sessions use parking provided at the back of the facility and to refrain from parking near the entrance to the estate as do so will seriously impede access of emergency vehicles entering the area if they were required.

17. When the term of your booking has ceased you need to reapply to us and make a new booking.

18. Mounttown Community Facility reserves the right to make changes and amendments to the terms and conditions of its room booking policy and will inform you in a timely manner as to these changes.

NB: The management cannot be held responsible for articles lost/stolen/mislaid or damaged on the premises or anywhere else on the site.

I have read the term and conditions and agree to abide by them.

Signed: _____ Group Name: _____ Date: _____