

The Séamus Ennis Cultural Centre Naul Co. Dublin

Terms and Conditions of Room Hire

1. All reservations are provisional until confirmation is received, the booking form is filled in, signed and acknowledged and a deposit payment received.
2. All hirers are responsible for people attending their event. Please ensure you have a formal registration procedure.
3. The hirer must provide such responsible supervision as may be necessary for the safe conduct of their attendees to and from the room.
4. Any signage or displays to be used in or around the premises must be agreed in advance with The Séamus Ennis Cultural Centre.
5. The reservation will be made for a specific length of time and your event must finish at the agreed time. Should your event continue after this time, additional charges will be made.
6. The maximum capacity of each room hired must not be exceeded. The maximum capacities of the rooms are:
 - The Parlour 25
 - The Hall/Theatre 95These capacities cannot be exceeded and extra people will be turned away for health & safety reasons.
7. All fire regulations and security regulations of The Séamus Ennis Cultural Centre must be observed at all times. The hirer must familiarise themselves with emergency exits from the building and procedures to be followed in case of a fire. Access to all exits must be unobstructed at all times.
8. The Séamus Ennis Cultural Centre is a non-smoking building. This must be observed at all times.
9. Any accidents occurring within the building must be reported immediately to a member of The Séamus Ennis Cultural Centre's staff.
10. The Séamus Ennis Cultural Centre reserves the right to cancel a booking or allocate an alternative room, without incurring any liability. In the event of a cancellation or change to the original booking, every effort will be taken to ensure your requirements are met.

11. The Hirer shall be responsible for and shall indemnify The Séamus Ennis Cultural Centre for all accidents, damages and losses that may occur from any cause whatsoever in connections with the hiring, including accident or injury that shall result in death or not, and shall indemnify The Séamus Ennis Cultural Centre in respect from and against any action at law or in equity that may be taken against The Séamus Ennis Cultural Centre in respect thereof.
12. The Séamus Ennis Cultural Centre accepts no responsibility for equipments, accidents, injuries, damages and losses that may occur from any cause in connection with the hiring. The Séamus Ennis Cultural Centre advises the hirer to insure against such risks.
13. The Building is open at 10.00am. If you would like to gain access to the building before this time, this should be arranged at least 7 working days before the event.
14. Telephone calls, use of fax machine and photocopying facilities are not included in the room hire charges, if you avail of these facilities additional charges will be made.
15. Refreshments are not included in the room hire charges, if you avail of these facilities additional charges will be made.
16. An additional charge will be levied for any exceptional cleaning or removal of rubbish left by the Hirer.
17. Equipment: Projector, Screen: there will be no additional charge for the use of these.
18. If technical assistance or additional requests are required, at least seven days notice must be given. If less than seven days notice is given, requirements may be difficult to accommodate. There may be an additional charge for technical assistance.
19. Where the space is being rented to an organisation dealing with children, that organisation will submit their Child Protection Policy to The Séamus Ennis Cultural Centre for approval. In the absence of their having an existing policy, they must undertake to abide by The Séamus Ennis Cultural Centre's Child Protection Policy for the duration of their stay.
20. Where the space is being rented to an organisation, they will agree to declarations of suitability on any individuals who will be dealing with children for the duration of their stay.
21. Leaders/teachers/group leaders are required to remain in the room where an event / activity is taking place with their class.

PAYMENT TERMS

Bookings are secured with a deposit; we can accept Cash, Cheque, Credit / Laser Card at the time of booking.

We cannot accept American Express Credit Cards.

In the event of a cancellation, the following charges will apply:

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| Between 2 weeks and 48 hours prior to the event: | 50% of Room Hire |
| 48 hours or less: | 100% of Room Hire |

Cancellations must be made in writing to the following address
The Séamus Ennis Cultural Centre, Naul, Co. Dublin
Or Faxed to 01 8020931 / E-mail: info@seamusenniscentre.com

Sean MacPhilibín
Director
The Séamus Ennis Cultural Centre
Tel: 01 8020898
www.seamusenniscentre.com