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FOR OFFICIAL USE ONLY
RECEIVED BY:
Name:
Date:
Copy of insurance:

## Ongar Community Centre CLG Booking Application

PLEASE NOTE ALL SECTIONS OF THE ABOVE FORM MUST BE FULLY COMPLETED  
 (Please use BLOCK CAPITALS)

### 1. HIRERS' DETAILS

Name of Organisation		Home Phone Number	
Name of Contact Person		Work Phone Number	
Position Held		Mobile Phone Number	
Address		Alt Mobile Phone Number	
Email Address		Fax Number	
Name of Event		Number of Participants	

I authorise the use of my contact details to advertise my activity/activities by the Centre. Yes:  No:   
 COMMUNITY CENTRE HIRE CHARGES ARE ATTACHED.

### 2. CLASSIFICATION

Voluntary & Senior Hire Rate <small>(No charge / fee to group members)</small>	Community Group <small>(Small sub / club fee charged and all proceeds used for group)</small>	Social Enterprise Group <small>(tuition fees / payment to individual / providing community, social activity)</small>	Corporate Group <small>(Business/ Commercial Hire)</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please tick relevant box)

Once Off/Pay & Play	Block Booking	Seasonal	Annual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please tick relevant box)

Please tick which age bracket will be using the facilities from your group and give approximate numbers in each.

0-3 yrs	No.	4-7 yrs	No.	8-11 yrs	No.	12-15yrs	No.	16-18yrs	No.	18yrs+	No.
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

### 3. FACILITIES AVAILABLE FOR HIRE (please tick your preference and state your type of activity)

(PLEASE REFER TO ROOM HIRE PRICE LIST AND ROOM DESCRIPTION)

AREAS	SIZE	YES	NO	Type of Activity
<b>GROUND FLOOR</b>				
Sports Hall Full Size	594m <sup>2</sup>			
Sports Hall (North) Half Size	297m <sup>2</sup>			
Sports Hall (South) Half Size	297m <sup>2</sup>			
Meeting Room 1	32m <sup>2</sup>			
Changing Rooms Male and Female				
<b>FIRST FLOOR</b>				
Children's Activity Room	47m <sup>2</sup>			
Meeting Room 3	9.5m <sup>2</sup>			
Meeting Room 4	17m <sup>2</sup>			
Dance Studio	92m <sup>2</sup>			
<b>EXTERNAL GROUNDS</b>				
Outdoor Basketball Courts 1,2,3,4	1530m <sup>2</sup>			
All Weather Pitch 1				
All Weather Pitch 2				
All Weather Pitch 3				
All Weather Pitch 4				

# Ongar Community Centre CLG Booking Application Continued

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(Please use BLOCK CAPITALS)

## 4. BOOKING DETAILS

DATE REQUIRED	DAY / EVENING	TIME IN AM/PM	TIME OUT AM/PM

BOOKINGS ARE HOURLY, PLEASE NOTE THAT YOUR BOOKING TIMES MUST INCLUDE WARM UP, SET UP AND PACK UP. PLEASE ENSURE THAT ALL EQUIPMENT IS RETURNED TO ITS ORIGINAL POSITION BEFORE THE END OF YOUR SESSION.

## 5. EQUIPMENT REQUIRED Yes No

If yes please complete Equipment Required form and outline your requirements. Please note it is a condition of hire that the cost for any damage / repair occurring to this equipment will be billed back to the hirer.

## 6. CHANGING ROOM

Changing room facilities required? Yes  No

Any special requirements? Yes  No

If yes, give details: \_\_\_\_\_

## 7. INSURANCE

Does your group hold a current public liability policy? Yes  No

PLEASE NOTE THAT ONGAR COMMUNITY CENTRE CLG REQUIRES ALL COMMERCIAL, VOLUNTARY AND COMMUNITY GROUP HIRERS MUST HAVE A MINIMUM OF 6.5 MILLION EURO PUBLIC LIABILITY INSURANCE. GROUPS MUST INDEMNIFY 'ONGAR COMMUNITY CENTRE CLG' AND 'FINGAL COUNTY COUNCIL' ON THEIR INSURANCE POLICIES.

TYPE OF INSURANCE AND LIMIT OF LIABILITY	COMPANY NAME	POLICY NUMBER	COMMENCEMENT AND EXPIRY DATES

(A COPY OF YOUR INSURANCE POLICY MUST BE SUBMITTED TO ONGAR COMMUNITY CENTRE CLG WITH YOUR SIGNED CONDITIONS OF HIRE)

## 8. PAYMENT ARRANGEMENTS (PLEASE TICK)

Pay by Cash and Receipt (Over the Counter)

Monthly / Quarterly Invoice / Cheque

Will your group be charging a participant fee for each individual in your group? If so, please tick appropriate and give details below:

Yes  Specify: \_\_\_\_\_

No  Specify: \_\_\_\_\_

All permanent bookings are renewable at the end of each calendar year. No booking will be held without a current booking form

## 9. HIRERS' SIGNATURE

\_\_\_\_\_  
Full name Signature Date  
(ALL BOOKINGS ARE TENTATIVE UNTIL THE HIRER RECEIVES WRITTEN CONFIRMATION)

I understand the Conditions of Hire (attached) and confirm that I accept them on behalf of my group / organisation and confirm that the above organisation holds a public liability policy to a minimum value of 6.5 million.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	Booking No: _____	Date: _____	Client Category: _____
Entered on computer: YES / NO	Sports hall user policy signed: YES / NO		
Confirmed booking: YES / NO	Terms and conditions included: YES / NO	Rental amount agreed _____	
Deposit received: YES / NO	Staff: _____	Payment method: Cheque / Cash	

**PLEASE NOTE: THESE PREMISES ARE MONITORED BY CCTV**