



Kilmore Diocesan Pastoral Centre, Cullies, Cavan

Telephone: 049 4375004

Email: pastoralcentre@kilmorediocese.ie

Booking Form 2018

Name of Group/Organisation: _____
 Contact Address: _____
 Contact Person: _____

Telephone	Mobile Number	
Email:		
Name of Activity/Event:	<i>This (or an abbreviated version) will be put on any internal signage for the event unless stated otherwise here:</i>	
Type of Room[s] Required:		
Date[s]:		
Times:	Starting at	Concluding by
User Group (Tick One or Both):	Adults	Children/Young People u-18
Proposed Numbers Attending:	Adults	Children/Young People u-18
Frequency of Use	Once-Off	More than once
Details of any guest speakers, presenters, or facilitators, if any?		
	If more than once, please indicate how often?	
Catering Requirements		
Special Requirements:		
<i>Room Layout</i>		
<i>Audio-Visual Equipment</i>		
<i>Any Other Specific Requirement</i>		
<i>Will ramp access be required by anyone attending the event?</i>	<i>Yes</i>	<i>No</i>
Does your group/organisation have appropriate insurance cover for this activity/event?	Yes	No
Name of Insurance Provider:		
Policy number:		
Period of Insurance:	From ___ / ___ /20___	To ___ / ___ /20___

PLEASE PROVIDE A COPY OF YOUR INSURANCE POLICY OR A LETTER FROM YOUR INSURER ESTABLISHING THAT YOU HAVE ADEQUATE COVER IN FORCE FOR THE EVENT/ACTIVITY

Please supply names and addresses of those who will be in charge during the activity/event in question

Person 1

Name
Address
Mobile Number

Person 2

Name
Address
Mobile Number

The Diocese of Kilmore has clear safeguarding policies and procedures in place. Any group/organisation operating under the name/auspices of the Diocese must comply with current diocesan requirements. Any other organisation using the Centre for activities involving children, young people and/or adults at risk of harm or in need of protection must adhere to its own safeguarding policies and procedures.

ONLY COMPLETE THIS SECTION IF YOUR ACTIVITY INVOLVES CHILDREN, YOUNG PEOPLE AND/OR ADULTS AT RISK OF HARM OR IN NEED OF PROTECTION.

Does your group/organisation have a policy statement and procedures relating to the safeguarding of children, young people and/or adults at risk of harm or in need of protection? (The term 'child' relates to those under the age of 18 years)

YES ___ NO ___ Signed: _____

To be signed by the person in charge of the group/organisation or by an authorised person within the group/organisation as confirmation that the details contained in the booking form are correct at time of submission and that the group/organisation has read, understood and agrees to the General and Specific Terms and Conditions of Booking

Signed: _____ Print Name: _____
 Position: _____ Date: ___ / ___ / 20__

FOR OFFICE USE ONLY

Date Booking Received: _____	Booking Received by: _____
Booking Diary Updated: _____	T & C's Signed: Yes No
Catering Notified: _____	Fee Agreed: Yes No
Evidence of Insurance received:	If Yes – Amount to be charged _____
(a) Copy of Insurance Policy Yes No	(b) Letter from Insurer Yes No
Room Allocation _____	
Any Other Information _____	



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Terms and Conditions for LONG-TERM Bookings

1. All applications for the use of any of the facilities in the Kilmore Diocesan Pastoral Centre must be approved by the Centre Director. The Centre Director has the discretion to refer any application to the Board of Management, if necessary.
2. For long-term bookings (i.e. those of 12 months and longer), each successful application will be reviewed annually and may be terminated or renewed. No estate in the Diocesan Pastoral Centre is conferred on the applicant organisation/group other than permission to use the facilities for the purpose approved and on the dates and at times specified.
3. All new successful applications for long-term bookings will be reviewed three months after commencement.
4. It is a pre-condition to granting any application that a policy of public liability insurance and a policy of professional indemnity (if appropriate) are in place in respect of the activity/event of the particular applicant organisation/group wishing to use the Diocesan Pastoral Centre for the duration of the lease and that details of the policy are furnished to the Centre Director before commencement of the activity.
5. The Diocese of Kilmore has clear safeguarding policies and procedures in place. Any group/organisation operating under the name/auspices of the Diocese must comply with current diocesan requirements. Any other organisation using the Centre for activities involving children, young people and/or adults at risk of harm or in need of protection must adhere to its own safeguarding policies and procedures and confirm that these are in place at time of booking.
6. The Centre Director has the right to accept or refuse booking applications and to alter allocation of rooms.
7. From time to time, unique once-off events may necessitate the rescheduling or cancellation of an allocated time for a group activity. Every effort will be made to keep these to a minimum.
8. All equipment in the Diocesan Pastoral Centre is the property of the Diocese of Kilmore. The Centre Director is in charge of all fixtures, furnishings and fittings in the building. Any damage or breakages should be reported to the Centre Director as soon as practically possible.
9. The Diocesan Pastoral Centre shall be compensated for any damages caused to the premises or to the fixtures and furnishings therein as a result of the activity of any of the members or guests of any members of any organisation/group.
10. Smoking is prohibited in the Diocesan Pastoral Centre itself and outside the main entrances.
11. No disruption should be caused to other users or staff of the Diocesan Pastoral Centre.
12. Food and drink consumption is limited to the Coffee Dock area unless otherwise authorised by the Centre Director.
13. Organisations/groups may not store materials or equipment in the Diocesan Pastoral Centre under any circumstance without the Centre Director's consent.

14. Organisations/groups which bring property into the Diocesan Pastoral Centre are liable for its safety while on the premises.
15. The Diocesan Pastoral Centre does not accept responsibility for damage to, or theft or loss of/from cars or property left on the premises.
16. All rents are payable one month in advance, by direct debit, cheque or by special arrangement by the Centre Director. The Centre Director or delegated person will issue a receipt for payments received.
17. The Centre Director shall have the right to terminate any agreement with organisations/groups forthwith upon breach of any of these terms and conditions.
18. All organisations/groups using the Diocesan Pastoral Centre will be made aware of the fire exits, which are clearly marked. It will be the responsibility of any organisation/group using the facilities of the Diocesan Pastoral Centre to ensure that their service users are aware of the fire exits.
19. In the event of an emergency, the leader on duty/senior person of the organisation/group using the facilities of the Diocesan Pastoral Centre will be responsible for the group vacating the premises.
20. All rooms used must be left neat and tidy immediately after use.
21. No alcoholic drink may be sold on the premises.
22. No alcoholic drink may be consumed on the premises without the permission of the Centre Director in accordance with the liquor licensing laws.
23. All activity must cease and the Centre vacated not later than the agreed time.
24. The licensees agree with the Centre Director as follows:
 - Not to assign, subject or otherwise deal with or dispose of their rights hereunder
 - Not to make any alterations to the Diocesan Pastoral Centre
 - To indemnify the Diocesan Pastoral Centre against any claims by any person or the licensees arising out of the use or otherwise of the Centre.



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Terms & Conditions for SHORT-TERM/ONCE-OFF Bookings

1. All applications for the use of any of the facilities in the Kilmore Diocesan Pastoral Centre must be approved by the Centre Director.
2. All new successful applications for short-term bookings (i.e. those of more than three months and less than 12 months' duration) will be reviewed three months after commencement.
3. It is a pre-condition to granting any application that a policy of public liability insurance and a policy of professional indemnity (if appropriate) are in place in respect of the activity/event of the particular applicant organisation/group wishing to use the Diocesan Pastoral Centre for the duration of the lease and that details of the policy are furnished to the Centre Director before commencement of the activity.
4. The Diocese of Kilmore has clear safeguarding policies and procedures in place. Any group/organisation operating under the name/auspices of the Diocese must comply with current diocesan requirements. Any other organisation using the Centre for activities involving children, young people and/or adults at risk of harm or in need of protection must adhere to its own safeguarding policies and procedures and confirm that these are in place at time of booking.
5. The Centre Director has the right to accept or refuse booking applications and to alter allocation of rooms.
6. From time to time, unique once-off events may necessitate the rescheduling or cancellation of an allocated time for a group activity. Every effort will be made to keep these to a minimum.
7. All equipment in the Diocesan Pastoral Centre is the property of the Diocese of Kilmore. The Centre Director is in charge of all fixtures, furnishings and fittings in the building. Any damage or breakages should be reported to the Centre Director as soon as practically possible.
8. The Diocesan Pastoral Centre shall be compensated for any damages caused to the premises or to the fixtures and furnishings therein as a result of the activity of any of the members or guests of any members of any organisation/group.
9. Smoking is prohibited in the Diocesan Pastoral Centre itself and outside the main entrances.
10. No disruption should be caused to other users or staff of the Diocesan Pastoral Centre.
11. Food and drink consumption is limited to the Coffee Dock area unless otherwise authorised by the Centre Director.
12. Organisations/groups may not store materials or equipment in the Diocesan Pastoral Centre under any circumstance without the Centre Director's consent.
13. Organisations/groups which bring property into the Diocesan Pastoral Centre are liable for its safety while on the premises.
14. The Diocesan Pastoral Centre does not accept responsibility for damage to, or theft or loss of/from cars or property left on the premises.

15. All rents for short-term use (i.e. those of more than three months and less than 12 months' duration) or once-off use shall be payable by direct debit, cheque or cash on receipt of an invoice issued by the Diocesan Pastoral Centre. The Centre Director or delegated person will issue a receipt for payments received.
16. Rents for use of the facilities in the Diocesan Pastoral Centre other than for once-off usage will be negotiated on the basis of current room rates and the projected duration of the contract.
17. The Centre Director shall have the right to terminate any agreement with organisations/groups forthwith upon breach of any of these terms and conditions.
18. All organisations/groups using the Diocesan Pastoral Centre will be made aware of the fire exits, which are clearly marked. It will be the responsibility of any organisation/group using the facilities of the Diocesan Pastoral Centre to ensure that their service users are aware of the fire exits.
19. In the event of an emergency, the leader on duty/senior person of the organisation/group using the facilities of the Diocesan Pastoral Centre will be responsible for the group vacating the premises.
20. All rooms used must be left neat and tidy immediately after use.
21. No alcoholic drink may be sold on the premises.
22. No alcoholic drink may be consumed on the premises without the permission of the Centre Director in accordance with the liquor licensing laws.
23. All activity must cease and the Centre vacated not later than the agreed time.
24. The licensees agree with the Centre Director as follows:
 - Not to assign, subject or otherwise deal with or dispose of their rights hereunder
 - Not to make any alterations to the Diocesan Pastoral Centre
 - To indemnify the Diocesan Pastoral Centre against any claims by any person or the licensees arising out of the use or otherwise of the Centre.



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General Terms & Conditions for All Bookings

1. **To make a booking**, please contact the Centre Office between the hours of 9:00a.m. and 4:00p.m. (Monday to Friday) on 049 4375004. The administration staff will forward a booking form to you. The form requires all details of the proposed event/activity including equipment and catering requests.
2. **Room Charges** will be agreed in advance at time of booking.
3. **Cancellation Policy:** The Centre Office must be notified of a cancellation at least **48 hours** prior to an activity/event taking place. Notice of cancellation must be received during office hours - 9:00a.m. and 4:00p.m. (Monday to Friday). No charge will apply. If a cancellation takes place within 48 hours or less of an activity/event taking place, a charge of 50% of the cost will apply in addition to the cost of any catering ordered as per agreement with our supplier. This will be waived in very extraordinary circumstances. In the exceptional situation whereby the Diocesan Pastoral Centre has to cancel an activity/event, there will be no charge and every effort will be made to reschedule.
4. **Opening Hours for Activities and Events:**
 - *Monday to Friday – 8:30a.m. to 10:30p.m.*
 - *Saturdays and Sundays – by prior arrangement*
5. **Set-Up:** All set-up and clean-up time must be included in the times booked. All extra time above 30 minutes will be charged pro rata at the normal/agreed rate.
6. **Discount:** A 5% discount applies to all diocesan and parish events only.
7. **Catering:** Catering requests must be confirmed at least five days in advance.
 - Tea/Coffee and biscuits: €2 per head
 - Lunches available for groups up to 100
 - Sandwiches and finger food available for groups up to 150
8. **Room Usage, Layout and Equipment:**
 - Rooms should only be used for the specific purpose as outlined in the booking form.
 - Specific layout requirements should be given at time of booking. The layout of meeting rooms can be configured to meet requirements.
 - Standard audio-visual equipment (projectors, screens) are available by prior arrangement. Some rooms have additional equipment (digital projectors, microphone, dvd and cd-players). A nominal charge will apply for use of this equipment.
 - Flip chart stands may also be booked. There will be a charge of €5 if flip chart pads and pens are required.
9. **Fire, Health & Safety Policies:** All relevant fire, health and safety policies must be adhered to at all times.

10. **Ramp Access to the Centre** is via the side door beside the chapel where there are also a number of designated disabled car parking spaces. If this access is likely to be required, this should be indicated at time of booking.
11. There is a **disabled toilet** on the ground floor.
12. **The Diocesan Pastoral Centre Chapel** is a place of worship and prayer. Ceremonies in the Chapel will be permitted by special arrangement with the Centre Director and must be in line with liturgical norms and guidelines, the sacred nature of the Chapel itself and the ethos of the Diocesan Pastoral Centre. The Chapel can be configured to meet requirements with prior approval of the Centre Director. In addition, the pipe organ in the gallery is also available for use by suitably-experienced organists.
13. **Guest Speakers/Invited Guests:** It is the responsibility of the event organisers to inform the Centre Director at time of booking if there is a possibility that the nature of the event, the profile of participants, or the presence of a guest speaker(s) and/or invited guest(s) may give rise to controversy, protest, and/or civil disorder.
14. **Parking** is available at the front, rear and side of the Pastoral Centre for use by event organisers and participants. Vehicles must be parked in the clearly marked spaces. There is a strictly no parking policy on the approach avenues to the Centre. Inappropriately parked vehicles may be removed off site, if necessary.
15. **Any accidents, untoward incidents or dangerous occurrences** should be reported to the Centre Director or person-on-duty as soon as practically possible but no later than 24 hours after the accident/untoward incident or dangerous occurrence.
16. **Internal Directional Signage:** Please advise at time of booking the exact spelling and wording required on internal directional signage for your event. The Pastoral Centre will display signs in the areas relative to your event.
17. **Service Requirements/Difficulties with Room Bookings while on site:** If any problems arise with the venue or equipment during the course of an event, please contact either the office, the caretaker or the person-on-duty who will endeavour to resolve the difficulty as quickly and efficiently as possible.
18. **Service Charge:** An additional 10% service charge will apply only in the following circumstances:
 - if an event takes place on Saturday and/or Sundays
 - if an event commences prior to 8:30a.m. or continues beyond 10:30p.m.