

Booking Acceptance and Confirmation of Arrangements

To:
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Thank you for your application to use our facilities. We are pleased to confirm that your booking has been accepted. Should you wish to discuss any matter, please contact the undersigned.

(for) Centre Management Committee

Notes:
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ST. MOCHTA'S PARISH PASTORAL CENTRE

Church Grounds,
Porterstown,
Dublin 15.

Phone 01 8213218 (Office)
01 8213516 (Fax)
E.mail: pastoralcentre@stmochtasparish.ie
Website: www.stmochtasparish.ie

PARISH PASTORAL CENTRE MISSION STATEMENT

St. Mochta's Parish is a young and developing faith community, which is conscious of its proud and ancient history.

We seek to be a welcoming and spirited Parish in the service of the Gospel of Jesus Christ.

The Parish Centre provides a pastoral and administrative centre for St. Mochta's Parish and extends hospitality to the wider community.

At all times, the requirements of the Parish take precedence over any other arrangements for use.

Should the agreed facilities not be available for some reason every effort will be made to give prior notice.

APPLICATION TO USE FACILITIES

DATE

Name of Applicant / Group / Individual

Contact Person No. 1

Address.....

Telephone No: (Home) (Work)

(Mobile) e.mail address

Contact Person No. 2

Address.....

Telephone No: (Home) (Work)

(Mobile) e.mail address

Proposed Use

Number of People Involved

Time Commencing Time Leaving or Vacating

Date(s) Required Frequency

Facility Requested—(Please Tick)

* **Main Hall - Seats up to 120**

Meeting Room - Seats up to 25 _____

Resource Room - Seats up to 25 _____

Reception Room - Seats up to 6 _____

Tea / Coffee making facilities _____

Cooking facilities _____

(* The main hall can also be split to cater for 80 in the large section and 40 in the smaller section. Please specify your requirement if not making use of the full hall.)

For Office Use Only

Rate per hour agreed

Number of Hours

Payment Arrangements

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Booking Accepted By:

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Deposit Taken:

- Booking Conditions**
- 1) The Management Committee reserves the right of admission at all times.
 - 2) The Management Committee does not accept responsibility for articles lost / left on the premises.
 - 3) Damage to the Centre's property and / or breakages, inside or outside during use must be paid for by the user/group.
 - 4) No equipment or other goods may be stored in the Centre, without the permission of the Management Committee. Clients must remove any rubbish they generate from the premises, e.g. papers, cartons, leftover foodstuff, etc.
 - 5) No activity shall take place other than that for which the explicit use has been granted.
 - 6) The Management Committee does not accept liability in respect of injury or illness to users or loss or damage to personal belongings.
 - 7) Where appropriate, individuals or groups must produce their own Insurance Certificate. A copy must remain with the Management Committee.
 - 8) Individuals or Groups permitted to use the Centre must ensure that it is left in a satisfactory condition. If it becomes evident that any activity is damaging to the premises, or unacceptable to the Management Committee, permission will be withdrawn. Brushes, mops, etc. are available in the to clear up spillages etc.

- 9) The person responsible for booking must ensure adequate supervision of and be responsible for all persons using the facilities. Please note, access will only be available to the allocated room(s) plus those common areas which are required (foyer, toilets).
- 10) All persons permitted to use the facilities must comply and must ensure compliance with all such regulations or directions as may be issued from time to time in relation to the use of the facilities in the Centre.
- 11) In the event of a change of usage of the facilities in any way, the Management Committee MUST be informed so that records can be up-dated.
- 12) In the event of pre-booked room not being required on a specific occasion, it is important that notice of such be conveyed to the Management Committee. This is a security requirement. Due to unforeseen circumstances the Management Committee may alter an allocated booking and/or time. Should this arise, prior notice will be given insofar as possible.
- 13) The person making the booking or person herewith permitted to use the Centre must:
 - a. Sign in and sign out in the register provided in the foyer.
 - b. Discuss the safety of persons and security of premises with the Management before using the premises for the first time.
- 14) Parking in the grounds of the Parish Centre is completely at the owners risk. The Parish takes no responsibility for vehicle break-ins or for items taken from vehicles in the car park.

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(for) Centre Management Committee

Agreement of Applicant

(In the case of a group, this agreement should be signed by Chairperson / Group Leader or other responsible official.) I/We find the terms under which St. Mochta's Parish Centre is available acceptable and agree to be bound by them.

1st Signature: Tele. No:

Address:

2nd Signature: Tele. No:

Address:

Witnessed by: Date: