

TERMS & CONDITIONS

As part of the general ambiance within the Centre we try to avoid long lists of rules and notices of what is and is not permitted.

The terms below are necessary for the protection of both those using the Centre and those running it.

We therefore ask that you read and abide by them.

PLEASE RESPECT OUR CENTRE



Church Avenue, Tullamore, Co. Offaly

Phone: 057 9349700

Email: charlevillecentre@gmail.com

Reference to "The Centre" below refers to the Management Committee or Individual acting on behalf of the Tullamore Union of Parishes trading as The Charleville Centre. "The User" refers to the group or individual who made the booking and or the person in charge, training or running the group at the time of use. "Premises" refers to the building, grounds and car park of the Charleville Centre at Church Avenue, Tullamore, Co Offaly.

1. Anyone making bookings must confirm all details in writing or by email to - charlevillecentre@gmail.com including the full title of the group, the person in charge and their contact details, the date, start and finish times and the intended activity.
2. The User shall at no time stick, pin or otherwise attach any notice, sign or paper to the internal or external walls of the premises, other than on the notice boards or the boards for that purpose around the walls of the Kilbride Hall. Flip charts can be made available.
3. **Spillage of liquids must immediately be mopped up** and the area affected cordoned off until the floor is dry. Mop and caution sign available in Disabled Access Toilet in Reception.
4. Use of any equipment, in particular the projector, may be granted on the basis that it is not left unattended and is locked away after use.
5. Users must ensure that all windows are closed and that the magnetic door-lock is engaged or the doors locked prior to their departure, unless another group are still in the building.
6. The premises may be unavailable from time to time, for a specific Parish event or function. Users will not be charged for any time not available to them as a result of such arrangements.
7. The premises shall not be used for any purpose other than that advised at the time of booking. The User is responsible for effective supervision of the activities in the premises during their period of use, for the prevention of disorderly or unlawful behaviour and for ensuring that no nuisance arises to other users of the Centre or to residents in the vicinity by noise in particular.
8. The Centre welcomes persons of all ages and levels of physical and mental ability.
 - a. The Centre is not responsible for the supervision of any children or person inside or in the vicinity of the premises or while waiting to take part in an activity or to be collected after an activity. The Centre is not responsible for said unsupervised children.
 - b. The User must ensure that a sufficient number of competent, qualified adult(s) are in attendance to supervise the proper and safe usage of the premises by members of their group.
 - c. Able-bodied children are not permitted in the lift unless accompanied by an adult.
9. Users accept that there may be other groups using the premises at the same time and that they may be offering the same activity.
10. Users must vacate the facility promptly at the end of their allotted time and ensure that the facility is left clean and tidy.

11. The Centre does not accept any responsibility for any equipment left on the premises. It must be noted that user groups must not leave equipment without prior permission.
12. Where users are permitted to store equipment on the premises, they must do so in the allocated storage areas and these must be kept locked. The Centre does not accept responsibility for equipment or goods in storage. No money or other valuables should be kept in The Centre (including lockers.)
13. Vehicles, and property contained within same, are parked at owner's risk and The Centre takes no responsibility for theft or damage of said vehicles or property.
14. Vehicles should be parked in the designated areas in the car park, not on the roadways or in front of the Centre. **Access for emergency vehicles must be maintained at all times.**
15. The User shall not imply that they form part of The Charleville Centre or Tullamore Union of Parishes. The use of the Centre logo is not permitted unless written permission is given.
16. Users agree to read and comply with the Centre's **Safety, Health and Welfare Policy Statement**, and to communicate to their participants, in a manner appropriate to their age, the relevant sections.
17. The User undertakes to inform the Centre immediately following any accident or injury or any incident likely to give rise to a complaint and to co-operate in completing any documentation required. The User must immediately fill out an Incident Report Form. These Forms are located on a clipboard in the cupboard below the Parish Notice Board in Reception.
18. All bookings are made on the understanding that those using/hiring the facilities agree to indemnify The Charleville Centre against all actions, claims and out of pocket expenses by an individual or group arising out of the use of the premises. The Charleville Centre does not accept any responsibility for any loss or injury occurring in, or in the vicinity of the premises, however caused.
19. The Centre reserves the right to review, change or cancel a booking with prior notice by e-mail.
20. The preferred payment method is by bank transfer, when necessary cheques must be made payable to The Charleville Centre.
21. If agreed payment arrangements are not honoured, bookings may be terminated immediately. Non-payment will render this agreement null and void and will result in loss of access to the facility.
22. Closed Circuit Television cameras are in use and are recording, the recordings being the property of the Centre.
23. First Aid kits are available in both the Kitchen and Reception.
24. Medical or otherwise Hazardous Waste will be removed from the premises by the User.
25. **ADMISSION:**
 - (a) The Centre may, at its absolute discretion, refuse admission to the premises to any person;
 - (b) The User shall not permit any person to enter the premises to whom admission has been refused;
 - (c) The Centre may, at its absolute discretion, direct any person to leave the premises;
 - (d) The Centre shall at all times be entitled to free and unrestricted access to any part of the premises.
26. **ANIMALS:** No animal, except for assistance/guide dog shall be admitted inside any part of the premises unless the written consent of the Centre is first obtained.
27. **WARRANTY:** The Centre shall not accept any responsibility or liability for any fault or failure of the lighting, electrical, heating, scoreboard, video screen or public address systems or any consequential loss arising from any such fault or failure. The User acknowledges and agrees that it is the sole responsibility of the User to establish to their own satisfaction the suitability of all such plant and equipment for the use and purpose intended by the User.