



Northover Hall - Terms and Conditions of Use

The Northover Hall is the property of the Select Vestry of St. Patrick's Parish, Dalkey. The Gallery Room and the Main Hall are available for use by members of the community. To check availability please check the Hall Diary on www.stpatricksdalkey.com

Use of the Northover Hall is subject to the following terms and conditions:-

1 General

- 1.1 An agreement for the use of The Northover Hall will not be entered into with any person under the age of 21 years.
- 1.2 Use cannot extend beyond 11:30pm.
- 1.3 A Licence Agreement must be completed and returned to the Parish Office. A signed copy of which must be returned to the parish office before a booking can be confirmed.
- 1.4 The licence fee for a single use bookings are indicated on the relevant form.

2 Payment

- 2.1 The Fee is to be paid upon booking.
- 2.2 Payment must be by a cheque or cash.
- 2.3 A receipt will be issued if required.

3 Security

- 3.1 All keys remain the property of the Select Vestry.
- 3.2 A key will be issued only to that person named on the Licence Agreement - keys must NOT be given or lent to any third party.
- 3.3 The arrangements for collecting the key will be explained in the booking confirmation. The key must be returned within 24 hours of the end of the hire period.
- 3.4 The entry key is a high security key – a charge of €15 will be made for a lost or replacement key.
- 3.5 A code for the alarm system will be provided when the entry key is issued.
- 3.6 The hirer shall check all windows and doors are closed and secure before resetting the alarm and locking the final exit door.

4 Services and Equipment

- 4.1 Heating is provided by a gas fired central heating system which will be set to operate during the times indicated on the Hiring Agreement Form.
- 4.2 An immersion provides hot water to the toilets and kitchen. The hirer must ensure all taps are turned off before leaving the premises.
- 4.3 The Northover Hall is fitted with a fire warning system with fire alarm call points. There are fire or smoke detectors present throughout the building. There is also an Emergency lighting system which is activated automatically in the event of a power failure.
- 4.4 No modifications and/or alterations shall be made to the electric installations in the Northover Hall.
- 4.5 Any damage found or caused, or anything not working as it should, must be reported to the Parish Office. There are 80 plastic stacking chairs on the stage, 37 upholstered chairs upstairs, and 11 large folding tables which may be used. They must be returned to the places from which they were taken after use.
- 4.6 Kettles, teapots, and some crockery and cutlery are available for use – please check at the time of hiring that there are sufficient for your needs. If required, more crockery and cutlery is available at additional cost, for which you will be provided with a key to the kitchen cupboards.
- 4.7 The hirer must provide drinking glasses, if required.

5 Cleaning and Disposal of Rubbish, etc.

- 5.1 The Northover Hall is cleaned once a week on a Tuesday after Parent and Toddler finishes.
- 5.2 Before leaving, the user shall ensure that the premises are in a clean and tidy condition and ready for use by the next user.

- 5.3 Any crockery and cutlery used must be washed and dried and put back where found. Items for washing-up, and tea towels, are NOT provided.
- 5.4 Users must remove all rubbish, including empty bottles, drink cans, food scraps, cardboard and other waste from the premises when leaving.
- 5.5 Cleaning materials, brushes, mops, dustpans etc. are situated in the kitchen.
- 5.6 Decorations may be put up by the user, but they must not be attached to the walls with 'Sellotape' or similar adhesives. All decorations are to be removed after the event.

6 Breakages, damage, etc.

- 6.1 The user will be held responsible any loss of or damage to the fabric, furniture or fittings in the Northover Hall during the Use Period. In the event of repairs being necessary, they will be carried out by professional craftsmen to the order of the Select Vestry. The cost of any replacements or repairs will be recovered from the user.
- 6.2 If the premises are left unsecured, the user may be held responsible for any theft from or damage to the premises that may occur as a result.

7 Nuisance

- 7.1 Noise from the playing of music, or any other activity, must be kept to a reasonable level so as not to cause a nuisance to neighbouring residents.

8 Safety

- 8.1 The number attending any function or meeting is limited to: Gallery Room – 30 (seated), Main Hall – 100 (seated). Users are responsible for ensuring that there is no 'gate crashing' at functions.
- 8.2 Users must ensure that, during the entire period of use, all external doors are kept unlocked, illuminated and free from all obstructions.
- 8.3 Users must designate a person to act as Fire Warden, who must familiarise themselves with, and be responsible for, implementation of the Emergency Action Plan in the event of a fire or other emergency.
- 8.4 Any incidents involving personal injury must be recorded in the Accident Book, located with the first aid cupboard in the kitchen. Serious injuries should be reported to the Parish Office.

9 Insurance and Public Liability

- 9.1 The Select Vestry shall not be held responsible for any loss, damage or claim by any party arising out of the use of the Northover Hall.
- 9.2 Users are responsible for providing adequate insurance cover for themselves, those associated with them and their equipment and any other property they bring onto the premises.
- 9.3 'Single use' users are covered by the Northover Hall's Public Liability policy.

10 Legislation & Statutory Regulations

- 10.1 The User shall ensure that nothing is done on or in relation to the premises in contravention of current legislation relating to Child Protection, Health & Safety, Food Safety, Copyright regulations or any other relevant legislation.
- 10.2 Users should ensure that their caterers (professional or amateur) are aware of the requirements of the Food Hygiene Regulation 852/2004/EC, and any other relevant codes of good practice.
- 10.3 It is against the law to smoke anywhere on the premises.
- 10.4 There is no licence for the sale of alcohol on the premises, but the consumption of alcohol by adults (over the age of 18) is permitted within the context of a private party. The user must ensure that consumption is kept within moderate limits and does not lead to disorderly behaviour.