

Timahoe Community Hall – Terms and Conditions of Use

These Terms and Conditions govern the use of Timahoe Community Hall by individuals, groups, and organizations. By booking or using the Hall, the Hirer agrees to be bound by these conditions.

1. Bookings & Payment

- 1.1. All bookings must be made through the designated Booking Officer or online booking system.
 - 1.2. The Hall Committee reserves the right to refuse or cancel any booking at its discretion.
 - 1.3. Fees should be pre agreed at time of booking.
 - 1.4. Full payment must be received on admission to the Hall, unless otherwise agreed.
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2. Use of Facilities

- 2.1. The Hall may only be used for the purpose specified at the time of booking.
 - 2.2. The Hirer is responsible for setting up and clearing away any tables, chairs, or equipment used.
 - 2.3. The Hall must be left in a clean and tidy condition. All rubbish must be removed by the Hirer. Where private caterers are used, their equipment must be removed immediately leaving the hall ready for the next user.
 - 2.4. Use of the kitchen and other facilities must be agreed upon in advance and included in the booking.
 - 2.5. The Hall is a non-smoking venue. Smoking or vaping is strictly prohibited indoors.
 - 2.6. No decorations, signs, or equipment may be fixed to walls or ceilings without prior permission. Hirers are requested not to use Sellotape on any painted surfaces (walls, doors, etc.). Please use existing fixings in the Hall to attach decorations or blue tac, where necessary.
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4. Insurance & Liability

4.1. All users of the Hall do so at their own risk.

4.2. The Hall Committee accepts no responsibility for injury, loss, or damage to persons or property during use.

4.3. Hirers organizing public events or activities are strongly advised to carry their own Public Liability Insurance.

4.4. Any damage to the Hall or its property must be reported immediately and may be charged to the Hirer.

5. Health, Safety & Conduct

5.1. The maximum capacity of the Hall must not be exceeded.

5.2. Fire exits must be kept clear at all times.

5.3. The use of open flames, candles, or pyrotechnics is strictly prohibited unless specifically authorized.

5.4. The Hirer is responsible for ensuring the safety and proper conduct of all attendees.

5.5. Children must be supervised **at all times**. Responsibility for compliance with Garda Vetting and Child protection legislation lies with the hirer.

6. Alcohol & Licensing

6.1. Alcohol may not be sold on the premises unless the Hirer obtains the appropriate permission or license and provides a copy to the Committee.

6.2. Consumption of alcohol is allowed for private functions but must be done responsibly.

6.3. The Hall Committee reserves the right to terminate any event where behavior becomes disruptive or unsafe.

7. Access & Security

7.1. Access times must be agreed at the time of booking. Early entry or late exit must be pre-approved.

7.2. The hirer should ensure that when their period of hire ends, the Hall is locked and left secure, unless alternatively agreed.

7.3. Keys must not be copied or passed to others without prior permission.

7.4. The Hall must be vacated and left ready for the next user at the agreed time.

8. Data Protection

8.1. Personal information provided during the booking process will only be used for administration and management of the Hall and will be handled in accordance with GDPR guidelines.

9. Breach of Terms

9.1. Failure to comply with these Terms and Conditions may result in cancellation of the booking, loss of deposit, and/or refusal of future bookings.

Contact Information

For all bookings and enquiries, please contact:

Timahoe Community Hall Committee

Email: timahoehall@gmail.com

Phone: 087 668 3056

Website: www.TimahoeCommunityHall.com