## APPLICATION FOR THE HIRE OF CORK ETB PREMISES

Application for the hire of premises

at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### PART A *(To be completed by the applicant)*

Rationale

Getting Started

Ownership and

Control of

School Premises

Operational

Management

Health & Safety

Child Protection

Human Resources

Finance

|  |  |  |  |
| --- | --- | --- | --- |
| (i) Name and address of applicant: | |  | |
| (ii) If you are acting on behalf of a club or organisation  Name and address of club or organisation: | |  | |
| (iii) Name and address for invoice i.e. person responsible for making payment for hire:  Contact telephone number:  Mobile number: | |  | |
| Details of facilities required: | |  | |
| Large Hall *(over 300 sq meters)* [ ]  Small Hall *(under 300 sq meters)*  [ ]  Changing accommodation *(inc. shower facilities)* [ ]  Courts [ ]  Classroom(s) [ ] | | Craft Room [ ]  Gym [ ]  Heating Required [ ]  Flood lighting [ ]  How many? [ ] | |
| Outdoor grounds *(please specify)* | |  | |
| Other *(please specify)* | |  | |
| Equipment *(please specify)* | |  | |
| Purpose for which facilities are required: | | Sport/Physical Activity [ ]  Lifelong Learning [ ]  Other\* [ ] | |
| If Other\* (please specify) | |  | |
| Period of use: | to | | |
| Number of days: |  | Day: |  |
| Frequency | Weekly [ ] Fortnightly [ ] Monthly [ ] Other (specify) [ ] | | |
| Times of use | |  |  | | --- | --- | | Morning | | | Start | Finish | |  |  | | |  |  | | --- | --- | | Afternoon | | | Start | Finish | |  |  | | |  |  | | --- | --- | | Evening | | | Start | Finish | |  |  | |
| Expected numbers: |  | Age group: |  |

I confirm that I have received and read a copy of the Terms and Conditions of Hire. [ ]

Rationale

Getting Started

Ownership and

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The Applicant undertakes to comply with the Terms and Conditions of Hire. [ ]

The Applicant agrees to the current hire charges and hereby undertake to be

responsible for the charges and costs incurred. [ ]

The Applicant has Public Liability Insurance with a minimum cover of €6.5 million

and a copy of same has been furnished. [ ]

The Applicant holds a current Tax Clearance Certificate, and a copy of same has been furnished. [ ]

The Applicant agrees to ensure that Garda Vetting Clearance has been obtained

by each Employee/Volunteer. [ ]

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On completion of Part A, the applicant should return the form to the school who will complete Part B.**

### PART B *(To be completed by the Principal on behalf of the Board of Management )*

|  |  |  |
| --- | --- | --- |
| Charge for the private hire of facilities | | |
| Room/area for rent | Total no of hours: x (Rate per Hour) / (Rate per Room) = | € |
| Room/area for rent | Total no of hours: x (Rate per Hour) / (Rate per Room) = | € |
| Caretaking/cleaning costs | Total no of hours: x (Rate per Hour) / (Rate per Room) = | € |
| Hire of Equipment\* | Total no of hours: x (Rate per Hour) / (Rate per Room) = | € |
| Duration of rental |  |  |
| *\*If applicable* |  |  |
| TOTAL CHARGE | € |
| Additional information\* |  | |

### PART C (*To be completed by Cork ETB if proposed hire is approved)*

I confirm the approval of the Hire of Premises as set out in Part A and B

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***No hiring is authorised until approved by Cork ETB and notified to the Hirer and the School.***

### *Form to be returned to Cork ETB, Corporate Services Unit, 21 Lavitt’s Quay, Cork*