## 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

Control of

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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*