

BOOKING REQUEST FORM

Lourdes Stadium-Event Bookings

Organisation/Club Name

Main Contact information

Name:

Full Address:

E-Mail:

Tel. Number:

Booking information

Facility to be Hired:

☐

Track

☐

Studio

☐

Muga

☐

Bowling Green

Purpose of Hire :

e.g athletic training etc

Day of Hire:

Mon

☐

Tue

☐

Wed

☐

Thurs

☐

Fri

☐

Sat

☐

Sun

☐

Time Required:

Start time

End time

Dates Required

Start Date

End Date

Does your club/organisation have a child protection policy?

All bookings with u18's participants must provide copy of child protection policy

Yes

☐

No

☐

Does your club/organisation have public liability insurance?

All bookings must provide a copy of insurance prior to booking taking place

Yes

☐

No

☐

Additional information:

Please provide any other information you feel relevant to your booking request

Invoice Information

Please provide name and email for invoices to be sent (if details are different to contact person)

Name:

Full Address:

E-Mail:

Tel. Number:

BOOKING REQUEST FORM

LOURDES STADIUM- EVENT BOOKINGS

Person in charge of Event (if different from Main Contact)

Name:

Full Address:

E-Mail:

Tel. Number:

Child Protection officer (If Applicable)

Name:

Full Address:

E-Mail:

Tel. Number:

For Official use only:

Price Quoted €

Received Copy of public liability insurance

Received Copy of child protection policy
(For groups with participants under 18 years old)

All relevant information provided

Condition of Hire Signed

Staff Name (Printed)

Staff Name (Signed)

Date:

Terms and Conditions of Hire

- Louth County Council reserves the right to terminate any hire agreement at any stage.
- Any property and/or vehicles left on the premises are done so at the owner's risk.
- Louth County Council accepts no responsibility for any loss, injury or damage to person caused or arising from direct or indirectly the negligence, willful act or default, breach of statutory duty or breach of contract by the company, its servants, and agents, licenses on or in the approaches of or to its property.
- All groups using the facilities must provide their own insurance. A copy must be provided to Louth County Council Sports facilities team, ensuring cover of period of booking by email to lourdesstadium@louthcoco.ie.
- Users are responsible for leaving all facilities used, including changing areas and toilets, in a clean and tidy condition.
- Avoidable damage caused to the lights, fire alarms, smoke fittings, windows etc. to the facilities, and any other equipment during any session, will be charged to the person/group named on the booking form.
- Please report damage caused to any of the facilities as soon as possible, either to the onsite staff member or to Louth County Council.
- Users are only authorised to use the equipment and facilities they have booked. This will be specified during the initial hire agreement.
- Hire slots must not over-run due to late starts. It is the Hirer's responsibility that all booking start and finish on time. If the facility is used longer than the booked hire period, the hirer will be required to pay an additional fee calculated on a pro rata basis for the additional time used.
- Only appropriate footwear can be worn on the bowling green and track.
- Instruction on the use of specific equipment / facilities can be given prior to or during the initial hire (on request).
- Louth County Council will notify the user(s) of unfit playing conditions, giving at least 24 hours notice (where possible) of cancellation.
- Cancellations incurred less than 48 hours before the proposed date of hire will result in a charge being levied for the full hire cost of the facilities.
- Times of hire are hour slots broken down for 55 minutes and 5 minute allowance for changeover (unless prior arrangements are agreed).
- Invoices will be sent to the contact on the booking form unless other payee details are given or other payment instructions are agreed. Invoices will be done on a quarterly basis and should be paid within 30 days of receipt of invoice.
- Price for stadium hire for events;
 - €55 per hour.
- Fire action notices are located in reception and at the entrance to the hall. Please read these and ask all group members (all users) to do so.
- At NO time is there to be any photos taken inside any of the rooms in the 'clubhouse' building.

Child Protection and safety

- For groups with participants under the age of 18. In the interest of child protection all groups working with children and venerable adults must adhere to the correct adult/child ratios for activity undertaken.
- All responsible adults must make themselves familiar with to Louth County Council child protection policy displayed onsite and can be made available upon request.
- The Customer shall provide Louth County Council with the name and contact details of their child Protection Officer if applicable.
- Persons under 18 years of age must be actively supervised by a responsible adult at all times.
- Persons under 18 years may not be on site unsupervised.

Terms and Conditions of Hire

For Event Bookings

- The facility should be left in the same condition it was in before the event started.
- Please specify all areas of the facility needed for the event on this form.
- Please give an approximate number of people expected to attend the event hosted in the Stadium. Both athletes and spectators.
- Bins will be provided by the stadium staff, please ensure they are used and no litter is left throughout the facility.
- Tents, canopies or other temporary structures are permitted in designated areas only and by prior agreement. These areas may vary based on the type of event or activity. They must be weighted as necessary to resist windy conditions.
- If an event exceeds 500 people in attendance, portaloos must be supplied by the renter. For every 250 people above 500, 2 portaloos must be supplied per additional 250 people.
- First aid responders must be provided by the event organisers for the duration of the event. There is an AED and first aid kit onsite. Louth County Council's Accident/Incident report form to be completed for all accidents/incidents regardless of severity.
- Event organisers must provide stewards to control the car park during events.
- No motorised vehicles are allowed to drive on the running track. If a vehicle needs to get something onto the track, they are ONLY to drive across the track to get to the infield and drive on the grass to get to the finish line; this is to be pre approved with the Facilities manager. With the only exception being emergency services vehicles.
- Reservations for outdoor events can be made up to one year in advance and must be made no later than 21 days prior to an event. Any less notice will be at the discretion of the Louth County Council Sports Facility Operations Manager.
- An Event Booking Request will not be deemed complete until the applicant submits the following items in addition to the completed form:
 - a. A copy of their Public Liability Insurance Policy for that year.
 - b. A copy of their Child Protection Policy.
- All set-up and clean-up must be accomplished within the reserved time. Overtime fees apply for use of the facility outside of the reserved times, but can only be facilitated by prior agreement.

**I have read the above conditions and will make all of my club members aware of them and agree to abide by them.
I understand that the hire agreement is at risk of termination if any of the above conditions of hire are broken.**

Printed Name:

Signature:

Date:

Please Retain a copy of booking request form as a reference