

Terms & Conditions of Hire & Use of KRD Community Association Ltd (“Sáile”) Facilities

General Rules

1. The booked facility shall be hired only for the intended use named in the booking form. Any sub-letting/change of use shall result in a breach of contract and will terminate the booking.
2. The nominated contact must sign in at reception for each booking before commencing activity.
3. The nominated contact is responsible for prompt payment and ensuring that the user regulations are adhered to by the group hiring the facilities.
4. The contact person named on the booking form will be the person with whom all official communication from Sáile will take place. Sáile must be informed immediately if there is any change in the details of the contact person.
5. Appropriate sports clothing and footwear should be worn when participating in all sports activity. Sáile operates a strict footwear policy in order to protect the sports surface.
6. All bookings include the time required to prepare, erect, dismantle and remove equipment.
7. The facilities are generally hired for 55mins starting at the time stated. Users must vacate halls / pitches at five minutes to the hour to facilitate the change-over from one activity to another.
8. The hirers undertake that they will inspect the facilities prior to the period for which the facilities are reserved for use, and in the absence of such inspection the hirers shall be deemed to acknowledge that the facilities are safe and in good working order.
9. All Facility property must remain within the Facility.
10. The hirer must provide appropriate first aid services for competitors the users of the facilities and all other persons involved in, or associated with, the booked activity.
11. Any accidents or incidents during the period of hire shall be reported to the staff immediately and full co-operation given to the staff in completing any documentation is required.
12. Sáile will not be responsible for any private property or personal effects that may be damaged, lost or stolen on the premises either before, during or after allocated time. Users must not leave equipment on the premises without prior permission.
13. No person shall record any images or sound by any means whatsoever of any event or activity taking place on the facilities except with the express consent of the management.
14. Any damage done to facilities, property, or equipment, fair wear and tear excepted, must be made good by the individual, group, club or organisation responsible for the damage
15. Any alteration to facility equipment can only be made with permission from Management and then only under the understanding that all will be replaced or put in its original format by the user.
16. No person shall display or fix notices on any part of the community centre facilities except with prior written consent of the management.
17. Users shall not use any indecent or offensive language or behave in an improper manner. Disorderly, rude or offensive behaviour may result in the individual or group being banned from the facilities. Any dispute will be taken up with the manager, whose decision will be final.
18. Sáile shall not accept any responsibility for any person who has been injured within the facility whilst engaged in unauthorised activities, or activities that contravene any of these terms.
19. The hirer shall not sell any object, goods, food stuff or services within the community centre and its facilities without prior written consent of the KRD management.

20. Users are asked to help maintain a pleasant environment in the building by keeping litter to a minimum and leaving the facility, including playing areas, changing rooms, toilets and showers, in a reasonably clean state. If the facility is left in a state that requires extensive cleaning, the hirer will be liable to pay any additional cleaning fees
21. No glass bottles are allowed in or around the Facilities.
22. Alcohol or drugs are not allowed in or around the facilities and no person, who is in the opinion of the Management, under the influence of alcohol or drugs will be admitted or allowed on or near the facility.
23. No smoking is allowed in or around the facilities.
24. No animals shall be permitted on any part of the Facility, save guide-dogs in service or in training.

Cancellations

25. The General Manager may close the Facility at any time at their absolute discretion. Neither Sáile nor the General Manager will be responsible for any loss or damage, direct or indirect, which may be incurred by the Hirer as a result of any such closure. Where necessary, Sáile may cancel bookings sometimes at short notice if the pitch is deemed unplayable or for an event in the hall. The management will advise the nominated contact at the appropriate time. An alternative date will be offered in these circumstances where possible.
26. Sáile policy to give priority to Hirers wishing to facilitate voluntary/community events. The facilities may be unavailable from time to time, groups will not be charged for any time. The management reserves the right to cancel any booking made in accordance with these Conditions of Hire, at any time, due to the facility being required for a major event. Every effort will be made to limit the impact of any cancellations. In this event any booking fee paid by the Hirer will be refunded.
27. Booking deposits are non-refundable
28. No cancellations are accepted for multiple bookings. 48 hours notice of cancellation must be given on single bookings unless the cancellation is due to adverse weather. Failure to do this, or failure to show on the given hire time for the booking, will result in the group being charged for the hire of the facility.

Insurance

29. The hirers and users of all facilities will be responsible for all personal injuries, loss, or damage to the property or other damage of whatsoever nature caused to the hirers or members of the club/organisation/group, their licensees or invitees or members of the public or their property while on the premises and grounds. The hirers hereby agree to indemnify and keep indemnified Sáile and all those acting on behalf of Sáile in respect of all such claims.
30. Hirers are encouraged to arrange their own "Personal Accident Insurance" through their own insurers.
31. All Clubs and Organisations must provide a copy of their insurance policy with their booking application. Should the insurance fall due during the hiring period the User must forward the current policy details.
32. The policy must clearly state that the policy covers it's members for training and/or matches and that the policy indemnifies KRD Community Association Ltd trading as Sáile against any claims by the clubs members while training at Sáile.
33. All coaches, instructors and teachers, etc. hiring the pitch for the purpose of teaching others may be required to provide evidence of a suitable qualification before confirmation of the booking can be made.

Health and Safety

34. All persons using the KRD Community Facilities shall behave in a manner that does not cause injury, damage or nuisance to property, staff, themselves, other users of Sáile or its neighbours.
35. All Clubs and Organisations hiring the pitch must have their own first aid kits and must have their own suitably qualified first aider.
36. The hirer will ensure that a competent, qualified adult is in attendance to supervise the proper and safe usage of the facilities by members of their group.
37. All hirers should keep an attendee list of all individuals attending their activity and this should be made available to the fire officer in the event of an emergency.
38. The nearest Automated External Defibrillator (AED) is located at Haven Bay Centre.
39. Sáile and its management expressly point out that all persons using the facilities do so at their own risk. Users are strongly advised to seek medical advice before undertaking exercise. It is the users' responsibility to take all relevant medical and professional advice to ensure their safety, to verify fitness and to confirm suitability for their use of the Facility.

Sáile will only retain personal data for the period it deems necessary in connection with the hiring and use of the facilities. Sáile will ensure appropriate measures are in place to prevent unauthorised access to personal data.

The Management reserve the right to:

- a) Introduce, amend or delete such rules as may be required from time to time due to the needs of the service or due to changing circumstances
- b) Levy charges and fees as it considers appropriate for the use of facilities or services, and to alter such charges or fees at their sole discretion
- c) Refuse admission or the continued use of the facilities to any person or group who in their opinion are in breach of any management rule, or whose behaviour is such that it interferes with the safe, efficient operation of the facility
- d) Close the facilities for maintenance repair, holidays, or for any other reason. Where such closure occurs no claim shall lie against Sáile or its management in respect of loss or inconvenience, or any other damage suffered.

Suggestions and/or Complaints should be made in writing and addressed to: Facility Manager, Sáile Sports and Community Centre, Cappagh, Kinsale, Co. Cork

PLEASE NOTE: THESE PREMISES ARE MONITORED BY CCTV

Please remember Sáile is YOUR community facility.

We all need to take an active role & interest in taking care of these facilities and respect other users.

Pitch User Policy

1. The hirer should ensure their group understand and observe the Sáile general conditions and activity area user policies.
2. The pitch facility can be booked as (a) Full Pitch, or (b) HALF Pitch, (c) 5 A-SIDE or (d) Combination of b&c.
3. The maximum number of adult players allowed in each is as follows:
Full Pitch x38, Half Pitch x20, 5 A-Side x12.
4. Footwear must be moulded football boots, runners or astro shoes. No metal studs or dirty boots.
5. Only water in plastic containers is permitted on the pitch.
6. No food, chewing gum or litter allowed in the facility.
7. No Jewellery.
8. Smoking is strictly forbidden in and around the facility
9. No dogs, bikes or buggies allowed in the facility
10. Hurleys must either have no bands or have bands taped and fully covered. No damaged hurleys will be allowed.
11. Only players and trainers/coaches are permitted inside the hired area during a booking time. For safety reasons children under the age of 18 are not allowed inside during a booked session unless they are officially part of the booking and of the activity for which the booking was made. Spectators are welcome, however all spectators must remain outside the pitch fencing/sports hall at all times.
12. Any damage to, or faults with any equipment, fixtures or fittings are to be reported immediately to Facility Staff.
13. Climbing on the nets, swinging from crossbars and any other behaviour likely to lead to damage to the facility or injury is forbidden.
14. Under no circumstances is anyone permitted to climb or attempt to climb the perimeter fence of the pitch or courts.
15. No use will be permitted outside the operational hours of the pitch. Anyone breaching this rule will be removed. Management may involve the Gardaí in enforcing this and other rules.

Hall User Policy

1. The hirer should ensure their group understand and observe both the general rules and user policies.
2. Sáile operates a strict footwear policy. Non-marking shoes must be worn at all times. Decisions of staff in relation to the suitability of particular shoes are to be complied with immediately.
3. No food or drink is allowed in the sports hall with the exception of water in a plastic container.
4. Any spillages on the sports hall floor need to be soaked up immediately and if necessary a member of staff informed.
5. Under no circumstances are balls or other equipment that might be stuck out of reach to be retrieved. Please notify a staff member.
6. No advertising may be displayed on, in or in the vicinity of the facility without the prior written consent of the manager.
7. Community Centre equipment should be treated with care. Any equipment damaged by users will have to be replaced by the individual or group involved.
8. KRD Community Association shall not accept any responsibility or liability for any fault or failure of the lighting, electrical, heating, scoreboard or video screen or any loss arising from any fault or failure. It is the sole responsibility of the hirer to establish to its own satisfaction the suitability of all plant and equipment for the use and purpose intended by the hirer.
9. Hirers must make themselves aware of fire regulations and procedures in place and as outlined in the fire evacuation notices displayed in the community centre. In case of evacuation, evacuation signs and staff instructions must be followed.
10. All doorways, stairways, entrances, exits and emergency exits must be kept clear and unobstructed at all times. Fire exits are for emergency use only. Emergency equipment must not be tampered with.