

## BELLTABLE – Room Hire Booking Form

EMAIL COMPLETED BOOKING FORM TO: rachel@limetreetheatre.ie

### CONTACT DETAILS:

Contact Name	
Organisation	
Address	
Telephone Number	
Email	
Website	
Hire of space to be used for:	

### ROOM HIRE DETAILS:

Dates Required	
From (am/pm)	
To (am/pm)	
No of People	

**To keep everyone safe and sound, please note that the capacity, social distancing and any additional requirements will be in line with government guidelines in place at the time and date of the booking. All persons must adhere to these guidelines.**

**All persons in attendance must remember to sign in and out before and after each session.**

**Please Note: Permission to bring any equipment/ temporary installations into the venue must be obtained prior to the event. Belltable reserves the right to refuse access for any non approved equipment/temporary installations and to remove any such equipment/temporary installation from the site. Rooms will be allocated at the discretion of the Belltable as best suited to the hirer's purpose.**

**Rental Cost as agreed with Belltable:**

I agree to the booking, terms and conditions and payment conditions, which I have seen and read.

**Signed for on behalf of hirer:**

**Date:**

## Contact List

**Please provide contact names and numbers for all persons attending on all date(s) listed above**

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

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Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

## **Terms and Conditions**

- All bookings will be regarded as provisional and must be confirmed in writing using the booking form. The person who signs the booking request shall be considered the hirer and point of contact for the booking. Where bookings are made on behalf of an organisation, that organisation shall be considered the hirer.
- The person listed as the hirer is responsible for ensuring that all payments are made in full and on time. Belltable will not engage in third party negotiations for payments under any circumstances.
- Written confirmation using booking form will be taken as acceptance of these terms and conditions.
- On receipt of booking form you will receive confirmation of the booking in writing from the Belltable.
- On receipt of the booking a cancellation policy will immediately apply. Notification of cancellation should be made in writing or email and will be effective on the date received by the Belltable. **Late notice cancellation fees may apply.**
- People using the space shall not use the Belltable for any illegal purpose.
- The hirer is responsible for the Health and Safety of their group throughout the duration of the hire period, and will be expected to comply with all relevant legislation.
- The Belltable reserves the right to alter proposed room layout in order to comply with fire regulations and to refuse admission to the venue if over crowding is likely to occur.
- The Belltable does not accept responsibility for the property of hirers, customers or guests. Any goods whatsoever, including art works, deposited are left at the owner's risk and without any liability on the part of the Belltable.
- There is no storage facility within the Belltable. All property of the hirer and associated persons must be removed fully at the end of the hire period. Penalties may be incurred if this is not adhered to.
- The hirer shall be responsible for insuring all equipment brought onto the premises and for any damage caused to the property of the Belltable by any equipment or exhibits brought onto the premises.
- Public Liability Insurance indemnifying the Lime Tree Theatre Company Limerick Limited and Mary Immaculate College for €1.5m is recommended to be taken out by the organisation hiring the Belltable prior to using the space. The insurance should cover the entire period of hire. (Proof of insurance cover may be required by the Management of the Belltable prior to the booking taking place).
- The Lime Tree Theatre staff in the Belltable reserve the right to decline any application for hire of room(s) in the Belltable.
- Should food/drinks in the workshop spaces be required, these must be organised by the hirer. Care should be taken that liquids are not spilt onto the floor.
- Smoking is completely prohibited in all parts of the building.
- Nothing may be attached to any wall, floor or door within the Belltable without prior written approval from Management.
- Commercial photography and all filming and documentaries are by permission only.
- All equipment must be lifted and not dragged along the floors. Any damage done to the floors or to any part of the Belltable will incur charges.