



Church Hall and Committee Room Local Terms & Conditions of Use

General Use

1. Hall and meeting room space is available for community meetings, programmes or events of a religious, educational, cultural, or civic nature. All users are asked by the Church Council to be considerate of the interests of others in their use of the premises and grounds, and to bring these rules to the attention of their members.
2. Each group, agency, or organisation must have a named contact person, aged 18 or over, who will sign the Hall and Meeting Room Use Application Form and act as the primary point of contact for the booking. This individual must be present to supervise the event taking place.
3. Christ Church Sandymount reserves the right to deny permission to use the hall and meeting room and to withdraw access from any group or organisation at its discretion.
4. Use of the hall or meeting room by any group or organisation does not constitute endorsement of that group's policies, beliefs, or activities.
5. Christ Church Sandymount reserves the right to cancel or postpone reservations. Where cancellation is initiated by the Church, reasonable notice will be given and any fees paid will be refunded. Payment terms, fees, and any deposit requirements will be outlined at the time of booking.

Insurance & Liability

6. All groups, organisations, and individuals hiring the hall or meeting room are required to hold valid public liability insurance covering their use of the premises, their event or programme, and any equipment or property they bring onto the premises. A current certificate of insurance must be provided to the hall manager prior to the booking date.
7. Performers, external contractors, caterers, and any third parties engaged by the hirer must also hold appropriate public liability insurance. Evidence of cover may be requested.
8. No responsibility will be accepted by the Church Council for any injury, loss, or damage to any person, vehicle, cycle, or other property of any kind brought into or onto the premises or grounds by any user, nor for any consequential injury, loss, or damage. Hirers use the premises and bring property onto the premises entirely at their own risk.
9. The hirer accepts full responsibility for any damage caused to the hall, its fixtures, fittings, or equipment during their booking period. The cost of repair or replacement of any damage caused may be charged to the hirer.
10. Where a hirer wishes to leave equipment or property on the premises outside of their booking period (for example, overnight storage prior to an event), this must be agreed in advance with the hall manager. Christ Church Sandymount accepts no responsibility for any such property, and hirers are strongly advised to confirm with their insurer that their cover extends to storage at a third-party premises.

Safeguarding & Child Protection

11. Any adult managing an event or programme that involves children (persons under 18 years of age) must confirm Garda vetting compliance and provide a copy of their safeguarding policy prior to the booking date.
12. All hirers are expected to be familiar with and operate in accordance with applicable Irish child safeguarding legislation, including the Children First Act 2015.

Conduct & Permitted Use

13. The following are strictly not permitted on the premises or grounds: consumption of alcohol, gambling, or party political activity.
14. Smoking is strictly forbidden within the premises and grounds. Vaping is prohibited within the premises. No open flames, matches, candles, or ignition sources of any kind are permitted within the premises.
15. Bouncy castles, bounce houses, and any other inflatable amusement equipment are strictly prohibited inside the premises and grounds.
16. Excessive noise is not permitted. Users must be mindful of neighbouring properties, particularly when departing in the evenings. Christ Church Sandymount reserves the right to withdraw access from any group that causes excessive noise, a safety hazard, or a security risk.
17. Christ Church Sandymount cannot guarantee the availability of any parking spaces in its car park. The car park is shared with Mount Tabor Nursing Home, and is used by Mount Tabor staff, visitors and service vehicles as well as church staff and hall users. Hirers including their guests may only attempt to park a maximum of two cars in the car park during the time of their booking. Access to spaces cannot be guaranteed if the booking is at a peak time.
18. Vehicles must not be parked on paved areas but rather in the indicated parking areas. Strictly no parking on double yellow lines or the yellow hatched areas. The grounds and rear of the building must remain accessible at all times for its staff, residents' visitors, and emergency and service vehicles.

Setup, Cleaning & Vacating

19. Users of the hall and meeting room are responsible for setting up tables and chairs as required to suit their needs.
20. After all use, the room must be restored to its original order: tables cleaned and folded away, chairs folded and stacked, and all rubbish removed. Bins are located to the rear of the church hall.
21. All users must conform to the times agreed with the hall manager at the time of booking, allowing sufficient time for clean-up within the booking period. Evening users must vacate the premises by 10.30pm at the latest.
22. On leaving the premises, users must ensure that all windows are properly closed (including in the toilets and kitchen), all lights are switched off, heating or cooling systems are returned to their default setting, and all doors are locked (including the emergency doors in the hall).

Fire Safety & Capacity

- 23. Maximum capacity for each space is determined by the Fire Safety Register and must not be exceeded at any time.
- 24. The fire doors must never be propped open and must remain clear of obstruction at all times.
- 25. No smoking, matches, open flames, or other ignition sources are permitted within the premises.

Kitchen Use

- 26. Access to the kitchen must be agreed in advance with the hall manager. The kitchen may be used for the serving and light preparation of food and beverages only (e.g. cutting & plating a cake, making hot drinks); cooking or food production is not permitted. Where catering is required, only HACCP-compliant external caterers may be engaged, and only by prior arrangement with the hall manager. External caterers must hold valid public liability insurance and food hygiene registration, evidence of which may be requested by the Church.

Data Protection

- 27. Christ Church Sandymount collects and holds personal data provided through emails and the Hall and Meeting Room Use Application Form for the purposes of managing bookings and maintaining the safety and security of the premises. This data is held in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988–2018. Data will not be shared with third parties except where required by law. For queries regarding your personal data, please contact the hall manager. A full privacy policy is available on request.

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