



TERMS AND CONDITIONS

1. Application for use of grounds, buildings and other facilities (all locations) to be made through the official online Application Form at least two weeks prior to the event.
2. The applicant shall indemnify and keep indemnified the Institute of Technology against all actions, proceedings, costs, or claims by any person or persons made against the Institute in respect of any accident or damage sustained by such person or persons whilst on the premises or grounds owned or in the care of the Institute of Technology in connection with the use of the said premises/facilities by the applicant.
3. The applicant shall (but without limiting his obligations under Clause 2) produce a public liability insurance policy with an indemnity of €6 million for any one accident covering the use of the premises/facility, for inspection by bookings office and or the Institute's Insurers.
4. In the event of the organisation having fulltime/temporary employees on site during an approved period of use of facilities, evidence of Employer Liability Insurance must be presented with the application.
5. Should the organisation intend to provide a third party service during an approved period of use of facilities this must be declared at the time of booking and evidence of Professional Indemnity Insurance must accompany the application.
6. Usage of facilities may be granted on a temporary basis only, and may be withdrawn at the discretion of the Institute's management.
7. Institute requirements will take precedence at all times.
8. Applications for use of the Institute's outdoor facilities e.g. grounds, pitches must be considered on a fixture basis only and use by the Institute's clubs and societies will take precedence in all cases.
9. The applicant shall undertake to arrange for and bear the cost of any repairs to the property of the Institute which may be necessary because of damage done to that property during the course of the hiring or use referred to in this document.
10. The Organisation must strictly adhere to the agreed purpose and period for use of the facilities. Any change in agreed schedule or deviation in proposed usage as outlined in the application form must be notified in writing to the bookings office for approval at least one week prior to the use of facilities.