



Oxfield Community Sports & Leisure Centre

A: Drumcliffe, County Sligo, Ireland

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W: www.oxfield.ie

One-Off User Agreement

All bookings are made on the understanding that those using/hiring the facilities agree to indemnify Oxfield Sport Centre Ltd against all actions, claims and expenses by an individual or group arising out of the said booking.

General:

1. Facilities will only be available to use from the time they are booked. Please allow time before the event/session is due to start, and for overruns.
2. Your event/session must end and the room/hall be cleared no later than the finish time as agreed at time of booking.
3. While Oxfield will endeavour to have facilities ready, this is not always possible. The User accepts they may have to rearrange furniture, seating, etc. in advance of their activity.
4. Absolutely no smoking, vaping or chewing gum are permitted on the premises.
5. All areas must be left clean and tidy after use. Floors shall be left dry and free from litter of any kind after use.
6. Each Group must remove any rubbish that they accumulate from the premises.
7. Appliances are not to be interfered with.
8. Equipment belonging to Oxfield is not to be removed, borrowed or hired out.
9. Any damage/breakages incurred during hire will be charged accordingly.
10. Any accidents/incidents or damage occurring at the premises must be immediately reported to Oxfield.
11. The user must ensure a competent, qualified adult is in attendance to supervise the proper and safe usage of the facility by members of their group (appropriate adult/child ratios apply).
12. Children cannot be left unsupervised, inside or outside the premises, under any circumstances.
13. Dogs are not permitted on the premises in connection with any activity (except for trained guide dogs or dogs for the disabled).

Catering:

1. Should you wish to prepare/provide food on site, it is your responsibility to ensure you are compliant with Food Safety Legislation and Food Hygiene standards. Oxfield accepts no responsibility for breach of food hygiene legislation by an individual or group.
2. All dishes used will be cleaned, dried and put back as appropriate.

Confirmation of Booking:

1. All bookings for one-off hire are subject to approval by the Oxfield Management Committee or Secretary.
2. A booking will be considered provisional until Oxfield it has confirmed by email or text message.

Payments:

1. Payment will be accepted by Cheque or EFT, or, for Private (non commercial) bookings by cash.
2. Non-payment of hire fee will render this agreement null and void and will result in loss of access to the facility.
3. Charges will be incurred for any serious time run over.
4. Rates of hire will be decided by the Oxfield Management Committee and are available on oxfield.ie.
5. Oxfield reserves the right to withdraw or refuse to hire rooms should they have reasonable cause to do so.
6. Oxfield reserves the right to cancel bookings in the event of unforeseen circumstances.

Equipment:

1. Oxfield does not accept any responsibility for any equipment left on the premises.
2. It is forbidden to attach any equipment to the beams, walls or elsewhere in the building.
3. You shall be responsible for the security and insurance of any such equipment.

Health and Safety and Security:

1. Users shall comply with Oxfield's health & safety, security and emergency requirements at all times.
2. Hirers must keep a log of all attendees on each date of use, and this log must be retained for a minimum period of one month.
3. Performances involving danger to the public will not be permitted or given.
4. Highly flammable substances or combustible materials may not be brought into nor used in any part of the premises.
5. First Aid is strictly the responsibility of the User of the facilities. There is a defibrillator on site – each User group should familiarise themselves with its use.
6. The User accepts that the premises are monitored by CCTV for security purposes.

Insurance:

1. Any person, group, club or organisation wishing to hire the hall must have their own insurance. Evidence of such insurance must be produced at time of booking the facility. Any exceptions must be agreed in advance.