



## Room Hire Policy



Westport Family & Community Resource Centre, The Fairgreen, Westport, Co. Mayo. **Eircode:** F28 H971

**Tel:** 098 24419 **Email:** [admin@westportfrc.ie](mailto:admin@westportfrc.ie) **Website:** [www.westportfrc.ie](http://www.westportfrc.ie)

**Company No.** 380806 **CHY No.** 16804 **Charity No.** 20061340

**Company Trustees:** Pat Conway, Naomi De Rís, Paddy Guthrie, Daphne Mooney, Mark Garavan, Sue Hynes, Maria McHale, Mary O'Malley-Graham, Judy Casey, Sonya Murray

**TÚSLA**

Gíomhaireacht um Leanaí  
& Teaghlaigh na hÉireann  
Ireland's Child & Family Agency

## Introduction

Here at Westport Family and Community Resource Centre we have 2 rooms available to use for meetings, events, outreach groups, training seminars and workshops.

\*One is suitable to seat small meetings (circa 6 people) while the larger room can comfortably sit 12 people around the meeting room table or up to 22 without the need for the table. Room bookings can be made for anytime between 9am-8pm Monday to Friday, weekend use is possible at the discretion of management. Both of our rooms are wheelchair accessible.

## Room Hire Rates

Use	Private Rate	Rate for Non-Profit Groups
Up to 2 hours	€20	€15
½ day (2 to 4 hours)	€30	€20
Full day (4-8 hours)	€50	€35

## Facilities

Board room table
Wi-Fi
Tea/Coffee making facilities
On street parking (free for first hour)
Projector (on request)
Flip Chart (on request)

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## Cancellation Policy

- The FCRC reserves the right to cancel bookings, where the FCRC is rendered unfit for the intended use. The hirer will be informed as soon as possible.
- Room bookings cancelled less than 48 hours before event – **WILL BE CHARGED FULL FEE.** This includes 'no-shows'.
- Room bookings cancelled, 48 hours or more before any scheduled event, will not be charged.
- Westport FCRC reserve the right without liability to refuse or cancel any booking.
- Westport FCRC shall not be responsible for any loss or damage to property.
- The hirer shall be responsible for any damage caused to Westport FCRC property during their time of use and may be charged for said damage.

## Hours of service

Rooms in Westport FCRC are available to book during our normal opening hours of 9am-5pm, Monday to Friday, subject to availability. Bookings outside these hours and days can also be requested and will be considered on a case by case basis.

## Insurance

Any person, group or collectives using the FCRC facilities must ensure that they, and their potential attendees, are insured against any potential loss, damage or injury caused while using the FCRC its premises and services. This includes indemnifying the FCRC against any potential loss, damage or injury caused to any persons, groups or collectives. Westport FCRC will not accept any responsibility for any loss, damage or injury caused on our premises if/when the injured party is attending a 3<sup>rd</sup> party event, group, workshop and/or meeting not directly organised and managed by Westport FCRC. Hirees will be required to provide the FCRC with a copy of their insurance and a letter of indemnity.

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## Invoicing

Westport FCRC invoice at the end of each quarter throughout the year. This being March, June, September & December. We accept payment in cash, cheque & electronic funds transfer. All events will be issued with an invoice pre-payment and a receipt post payment. All payments must be received within 30 days of your invoice being sent. If you would prefer your invoice at a different date within each quarter please speak with our Project Administrator or email [admin@westportfrc.ie](mailto:admin@westportfrc.ie).

## Children First

Services, organisations and groups working with children and young people must confirm that they are in adherence with all Children First guidelines. They must provide Westport FCRC with a copy of their Child Safeguarding Statement before their booking can be confirmed. We ask all services, organisations and groups to also make themselves aware of the Centre's Child Safeguarding Statement before using our facilities.

## User Agreement

I, \_\_\_\_\_, agree to the above room hire policy as set out by Westport Family and Community Resource Centre. I agree to set out in the agreement and understand the roles and responsibilities associated with this agreement.

*Child Safeguarding Statement provided:* Yes  N/A

*Insurance cover provided:* Yes  N/A

Signed: \_\_\_\_\_

Signed on behalf of WFCRC: \_\_\_\_\_

Date: \_\_\_\_\_

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## Data Protection

Westport Family and Community Resource Centre will only ever use your contact details for the intended purpose for which they were provided. Your information will never be passed onto a 3<sup>rd</sup> party without your explicit consent. Please tick the box below to consent to Westport FCRC storing your data. You have the right to request that your information be deleted and removed from our database at any time.

Signed: \_\_\_\_\_

Signed on behalf of Westport FCRC: \_\_\_\_\_

Date: \_\_\_\_\_

***\*Please note a maximum of 3 people ONLY are permitted in our meeting rooms at any one time in adherence with the WFCRC's COVID-19 Response Plan. All visitors must wear a face covering, hand sanitize, socially distance, and complete a COVID-19 screening questionnaire.***

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