

St. Augustine's Church, Middle Street, Galway:

Conditions for Holding Events in the Premises: (the word "Premises" means the Church, its ancillary premises and /or grounds where applicable)

1. Every applicant must forward a completed Application Form to Noel O'Rourke, Chairman, Events Committee, St. Augustine's Church, Middle Street, Galway, for consideration.
2. Hirers/Organisers must have their own Public Liability Insurance to the value of €3 (three) million Euro in force to cover the period of hire. The "period of hire" shall be the period(s) of time during which the premises are used for any get in, rehearsal and performance for or of the event. A Letter of Indemnity to that effect must be received by the Booking Officer at least a week before the commencement of the period of hire.
3. Hirers/organisers must agree to indemnify the Parish against any loss or damage to the Premises and contents thereof for the period of hire.
4. The period of hire must be agreed in advance with the Events Committee.
5. Any incidental arrangements and costs over and above the usual running costs of the church (heat, light, sound) arising from use by the Hirer/Organiser, (e.g. hire of costumes, instruments, staging, props etc.) will be the responsibility of the Hirer/Organiser
6. Use of additional sound/lighting/cables/electrical equipment and of staging, sets, props or other materials is subject to prior approval by the Events Committee.
7. All Advertising Promotional and Publicity Material of and for the event must have the prior approval of the Events Committee. Such material may only be placed on the official Church Notice Boards with the approval and consent of the Parish Priest/Prior. No other promotional material may be left on the premises. Publicity for the event is entirely the responsibility of the Hirers.
8. Admission Fees, where charged, must be approved by the Events Committee at time of booking.
9. In order to cover the costs incurred by the Parish the Events Committee reserves the right to seek a contribution of 10% of any Admission Fees. Where no Admission Fee is to be charged by the Hirer the Events Committee reserves the right to do so at its discretion.
10. **The Booking Fee of €250** must be paid at time of booking. Any extra charge, if applicable, is payable immediately after the period of hire.
11. Booking/Hiring arrangements will be subject to negotiation with the Events Committee.

Charges: a) The Booking fee is due when the booking is confirmed

b) Additional charges for extra facilities provided by St. Augustine's (e.g. extra seating if agreed) and for unreasonable overrun of the agreed hiring period may be made at the discretion of the Events Committee.

Additional Considerations:

Church Services: All Hirers must understand that the functioning of the church *as a church* takes precedence over any other uses. St. Augustine's will have the power at any time and without prior notice to cancel the hiring. The right to use the facilities is not transferable.

Users are asked to remember that the Church is primarily a sacred space, and as such are asked to be respectful of those seeking to visit it during rehearsals, and to vacate it quietly after performances.

Cancellation:

a) By the Hirer: In the case of both Multiple and Single Bookings the Booking Fee may be forfeit unless an agreed period of notice in writing is received.

b) By St. Augustine's: The Events Committee reserves the right to cancel the use of any of the facilities at their discretion either in advance of, or during the period of hire. Any amounts paid by the Hirer in respect of such a cancelled booking will be refunded, but St. Augustine's will not be liable for any other expenditure incurred, or losses sustained, directly or indirectly by the Hirer or those for whose use church is being hired, arising from the cancellation. The decision of the Augustinian Events Committee in regard to all matters will be accepted as final.

Admission: St. Augustine's Events Committee reserves the right at its absolute discretion to refuse admission to, or to evict any person from its Premises.

It also reserves the right of entry to any of its Employees, Trustees or Agents on duty in the premises for the period of hire.

Capacity: The normal seating capacity is 228. Seating for 100 extra people is available at extra cost.

Maintenance of Good Order: The Hirer shall provide efficient stewarding at entrances/exits and throughout the Premises at all times to deal with emergency crowd control and safety and to ensure that maximum numbers are not exceeded at any time. All entrance/exit passageways and doors must be kept clear at all times.

Damage: Where the Booking Fee is not sufficient to cover any damage caused by the Hirer and/or all others involved in the event, the Hirer agrees to pay St. Augustine's on demand the cost of repairing or making good any loss or damage (except fair wear and tear) arising out of or incidental to the hiring.

Food & Drink: No food or drink (except water) is permitted in the Church. Water should be brought into the Premises *in plastic bottles only*. All personal belongings and water containers shall be removed from the Premises immediately at the end of each rehearsal or performance during the period of hire.

Performance Rights: Responsibility for the payment of all royalties payable rests with the Organisers and not with St. Augustine's.

Photographs: No photographic or recording apparatus may be used in the Premises for commercial purposes without written permission from St. Augustine's.

Rights: No sound, television or filming rights can be granted by the Hirer without the prior consent of the Events Committee. If such consent is given, St. Augustine's reserves the right to be a party to any negotiations and to the terms and conditions of any agreement reached between the Hirer and any third party, and to share any income and publicity derived there from.