



**Dungannon West Renewal Ltd**  
**Ballysaggart Business Complex**  
**Beechvalley Way**  
**Dungannon**  
**BT70 1BS**  
**028 8772 9477**

### **Terms and Conditions**

These conditions apply to any organisation or individual wishing to hire any part of the community rooms in Ballysaggart Business Complex.

- A booking form must be filled in for each event.
- A booking will not be considered confirmed until a completed booking form is received.
- The person signing the booking form should be at least 18 years of age. This person is liable for the booking. If the person is signing on behalf of an organisation then the organisation is jointly liable for the booking.
- There should always be at least one person over the age of 18 present throughout the hire period.
- The community rooms are available for hire between 10am and 10pm Monday to Sunday

### **Charges**

- The hirer agrees to pay DWR Ltd all charges as quoted by the Booking Administrator at the time of booking. Cheques should be made payable to Dungannon West Renewal Ltd.
- Full payment for room hire must be received no later than 2 weeks after the issue of an invoice.

### **Cancellation**

Cancellation fees are charged if the event is cancelled without adequate notice. The hirer must

give notice of cancellation in writing to the Booking Administrator.

The following cancellation charges apply:

- Cancellation with more than 7 days notice prior to the booking: no charge
- Cancellation with less than 7 days notice: 50% of the room hire charge.
- Cancellation with less than 24 hours notice: 100% of the room hire charge.

### **Availability**

- At all times during the hire period, the building, grounds and equipment remains under the full control of DWR Ltd.
- The hirer is not entitled to use or enter the premises at any other time other than the specified hire period unless by prior arrangement with the Booking Administrator.
- The hirer must allow for setting up and packing up time in their booking request. If the event overruns the hirer will be charged for the excess.
- The hirer is not entitled to store any equipment or other items on the premises outside of the hire period unless by prior arrangement with the Booking Administrator. DWR Ltd bears no responsibility for items kept on the premises before, during and after the hire period
- DWR Ltd reserves the right to cancel any booking if it needs to use the venue for its own purposes but will give the hirer a minimum of 28 days notice if this is necessary

### **Health and Safety**

- Please ensure that you have read the fire notices in the function room and that you are aware of emergency procedures
- The hirer is responsible for keeping a register of the number, and where possible the names of people attending their event which can be used in the event of an emergency or fire drill
- All fire exits/ doors are to be left unobstructed and emergency lights should remain uncovered
- The hirer should ensure the capacity for the function rooms is not exceeded. The Events Manager will advise on this at the time of booking.

### **Insurance**

- Hirers are expected to have their own Public Liability Insurance and may be asked to produce evidence of this insurance prior to the event.
- The hirer will reimburse DWR Ltd for any loss or damage caused to the building or property belonging to DWR Ltd as a result of the hiring.

### **Parking**

- Parking is available throughout Ballysaggart Business Complex. At all times tenants of the complex will have priority over parking spaces located in front of their respective unit.

### **Equal opportunities**

Equal opportunities policy and practice is central to DWR Ltd's work and as such it seeks to provide services, employment, and management and decision making processes that are

accessible to everyone. Members of staff (paid and unpaid), volunteers, member organisations and individuals and groups using DWR services and facilities are all included in this equal opportunities policy and its implementation. DWR Ltd seeks to ensure that no one is discriminated against on the grounds of age, class, employment status, HIV status, physical or mental disability, political or religious belief, race, colour, nationality, ethnic or national origins, sex, marital status, parental or caring responsibilities, sexuality, and unrelated criminal conviction. Nor is anyone to be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**The following behaviour is not allowed in this building:**

- Attacks on individuals or groups on the grounds of their race, colour, sex, disability, sexuality etc
- Discriminatory name calling, insulting remarks, jokes or threats
- Writing such remarks on walls and other places
- Encouraging other people to harass or discriminate against other individuals or groups
- Provocative behaviour such as wearing racist or fascist insignia
- Bringing on to the premises materials such as leaflets and magazines which in any way support racist, sexist, homophobic or disability discrimination.

**Agreed by Hirer: Agreed by DWR Ltd:**

Name Name

Signed Signed

Organisation Position

Date Date

PLEASE RETURN WITH BOOKING FORM.

We welcome your comments and suggestions about the facilities and services we provide. Please

address any comments to the Booking Administrator at Dungannon West Renewal Ltd either by

phone 028 8772 9477 or by e-mail [info@dungannonwest.com](mailto:info@dungannonwest.com)