



Kerry Sports Academy Room/Hall Rental Booking Enquiry

Office Use Only: _____
 Costings: _____
 Insurance Cert: _____
 Room Booked: _____
 Booked by: _____

Please forward your completed and signed booking enquiry form to kerrysportsacademy@ittralee.ie

Client Details _____

Contact Name _____

Company Name _____

Billing Address _____

Email _____

Telephone No. _____ **Mobile No:** _____

Dates Required: _____

Reoccurring Booking (Y/N): _____

Start Time: _____

Finish Time: _____

Sports Hall	<input type="checkbox"/>	
Please specify Numbers required	<input type="checkbox"/>	
Aerobics Studio	<input type="checkbox"/>	Dance Studio: <input type="checkbox"/>
Classroom	<input type="checkbox"/>	Meeting Room: <input type="checkbox"/>
Lecture Hall	<input type="checkbox"/>	Exercise Lab <input type="checkbox"/>
High Performance Gym	<input type="checkbox"/>	Swimming Pool <input type="checkbox"/>

Do you require use of?

Showers	<input type="checkbox"/>	Changing Rooms	<input type="checkbox"/>
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Special Requirements:

Insurance required:	Attached:
Copy of Indemnity ITT	<input type="checkbox"/>
Public liability €6.5million	<input type="checkbox"/>
Employers liability €13million	<input type="checkbox"/>
If you have no employees, please state below:	

I/we confirm that I/we have read and understand the conditions for room rental and agree to abide by them.

Signed _____ Name _____
 (Block Capitals)

On Behalf of (company/group): _____

Please see T&C overleaf:

Terms & Conditions

- The organisation renting will have to submit a copy of their insurances with the completed booking form in the sum of **€6,500,000 for Public Liability** and **€13,000,000 for Employers Liability** and must include a **specific indemnity to the Institute of Technology Tralee**.
- Costs exclude all hospitality costs
- On Site Caterers will provide catering facilities on request and at the expense of the organisation renting.
- Written quotation will be provided on obtaining Room Rental Details
- Users must vacate halls 5 minutes to the hour to facilitate change over from one activity to another
- **NO FOOD or DRINK** in the hall/aerobics studio/dance studio (water is permitted)
- Users are asked to help maintain a pleasant environment in the building to keep litter at a minimum
- Directions of staff must be followed in the event of an emergency
- Spectators must use the viewing gallery on the first floor
- Indoor footwear must be worn and the appropriate sports equipment must be used
- Smoking and alcohol intake are strictly forbidden
- Kerry Sports Academy accepts no responsibility for items lost or stolen, it is advisable to use the lockers provided
- Kerry Sports Academy has the right to adjust its fee for hire at any time. This will be communicated in writing to groups. At least one weeks' notice is required for booking cancellations otherwise payment is forfeited.
- From time to time ITT may need to amend group or multiple sessions to facilitate ITT activities – we will endeavour to provide 2 weeks' notice in these cases where possible.
- Please respect all staff at all times. Abusive behaviour, offensive or bad language will NOT be tolerated.
- Kerry Sports Academy Staff must have access to equipment stores at all times and this may result in slight interruptions to sessions.
- Please ensure that if your group use lockers that they follow the instruction – Insert €1 coin, turn key to lock, Take Key/Wrist Band. The €1 coin is returned when key is re-inserted.
- All payments can be made after receipt of an invoice from our Finance department. Kerry Sports academy operates as a no cash facility. Cheque payments can be made through our finance department and must be made payable to either the **IT Tralee or Institute of Technology Tralee only**.