

# Carrickphierish Community & Corporate Meeting Spaces

## Booking Application Form

**Name** (Group/ Organisation/Individual):   
 [Please use PRINT]

**Date of Event**  **Please note access to the library is from 9:30am onwards**

**Event Category** [Please Tick] **Start Time**

Meeting  Community Group  **Finish Time**   
 Training  Class/Learning Group   
 Workshop  Other

**Per Wk/Ftn/Mth | Start Date** *For Re-Occuring events only*

**No. Attending**

**Event Title & Brief Description**

[Please circle preferences ]

Meeting Room	Layout	Requirements		
The Studio	Boardroom	Tea & Coffee*	Projector & Screen	Podium
The AV Room	U shape	TV/DVD	Flipchart & Easel	WIFI Access
The Community Room	Classroom	Other	<input style="width: 450px; height: 40px;" type="text"/>	
TRC Meeting Space	Theatre			
The Booth	Table Only			

### Declaration of Acceptance

Can confirm that I/We have read and agree to the Terms & Conditions of Carrickphierish Library Meeting Spaces.

<b>Signed</b>	<b>Phone No</b>
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>
<b>Date</b>	<b>Email</b>
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>

*Your personal information will be used only in relation to this booking.*

### CP Library Use Only

<b>Assigned</b>	<b>Calendar</b>	<b>Confirmation</b>
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>



# Carrickphierish Community & Corporate Meeting Spaces

**Carrickphierish Library welcomes Groups, Organisations & Agencies to avail of our versatile meeting rooms.**

- Classes/ Lectures/ Talks
- Training Sessions & Workshops
- Conferences & Conventions
- Seminars
- Launches/Readings/Recitals
- Recreational/ Leisure Events

## Terms & Conditions

### 1. Booking Procedure

- 1.1. Applications must be made in writing using the booking form. Bookings will be considered once the form has been received and the Terms & Conditions agreed to.
- 1.2. Where possible, bookings should be applied for well in advance of the event date.
- 1.3. Carrickphierish Library reserves the right to refuse booking applications.
- 1.4. A confirmation email will be sent once booking is confirmed.
- 1.5. Booking of the meeting spaces does not mean Waterford City Council & Library Service endorses your group or its aims, policies and activities.

### 2. The Event

- 2.1. You are responsible for publicizing your event and related activities.
- 2.2. Depending on Library services & activities, Carrickphierish Library reserves the right to offer an alternative suitable space than the one originally agreed.
- 2.3. Allow adequate set up & removal time for any props/ equipment you are bringing for the event.
- 2.4. Deliveries or collections for events must be arranged with Carrickphierish Library Staff prior to delivery or collection.
- 2.5. Entrance/ Exit doors must be manned by a member of your group when in use.
- 2.6. Tea & Coffee up to 40 persons can be arranged by the Library.  
Additional food & beverage requirements must be arranged through external catering companies.

### 3. Amendments & Cancellations

- 3.1. Cancellations, postponement or amendments should be advised to Carrickphierish Library ASAP.
- 3.2. Amendments to booking details must be confirmed in writing.
- 3.3. Carrickphierish Library reserves the right to cancel bookings if necessary.

### 4. Conduct

- 4.1. Spaces should be left in a clean & tidy manner. Additional cleaning required as a result of use may incur a charge.
- 4.2. No nails, screws, adhesive tape or fastening may be driven into or attached to walls, floors, doors or glass.  
If there are damages to the building/ furniture then Waterford Libraries may seek these costs from you.
- 4.3. Signs, posters & decorations connected with the event/ activity must be approved by the Carrickphierish Library Manager prior to the event.
- 4.4. It is the responsibility of your group/ organization to ensure that attendees at your event observe the Waterford City & County Council Code of Conduct.
- 4.5. It is the responsibility of your group/ organization to ensure the event and its attendees do not disrupt other Library Users and/or Library Staff.
- 4.6. Any goods, materials or items brought in for your event remain your responsibility and that of your group/ organization and attendees. The Library does not accept liability for any theft, loss or damage.

### 5. Health & Safety

- 5.1. All event attendees should take note of the emergency exits within Carrickphierish Library. In the event of an alarm every visitor should immediately evacuate the building via the nearest exit.
- 5.2. Emergency Exits, doors & routes should not be blocked or impeded.