**Insert Club Heading Optional or print on headed paper**

**APPLICATION FOR USE OF GAA CLUB FACILITIES**

**TO: THE GAA CLUB EXECUTIVE COMMITTEE**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , of (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being a member of Club,(only members should be permitted access for private parties) hereby apply to the Club for use of the following facility / facilities: (please tick)

* Bar area only \_\_\_\_\_\_
* Bar area and main hall \_\_\_\_\_\_
* Bar area and meeting room \_\_\_\_\_\_
* Meeting room \_\_\_\_\_\_
* Main hall \_\_\_\_\_\_
* Playing Fields
* Bathrooms / Dressing Rooms
* All Weather pitch

Type of function / Nature of Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Activities:

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**Function / USE must comply with all Club Rules and Statutory Legislation**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Time of arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of last departure \_\_\_\_\_\_\_\_\_\_\_

Type of entertainment if any / applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of people attending \_\_\_\_\_\_\_\_

Refreshments required / to be provided \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third Party Contractors to be engaged

GAA Equipment for which permission for use is sought

**I understand that**

* No Inflatables or other Hired amusements are permitted on GAA Property or at the event
* No Third-party contractor or service provider may be engaged and/or permitted access to the club property without prior notification to the club executive.
* Any and All Third-party contractors and/or service providers engaged by me for the Event must have in place valid Liability Insurance which must contain an indemnity to the organiser and the **GAA CLUB**
* I am fully responsible for all persons attending this function and/or participating in activities under my control
* No food, drink or illegal substances may be brought into the GAA clubhouse by any person
* No alcohol may be brought for consumption inside or outside the premises
* I/ We must be present from the start to the end of this function and / or for the entire duration of the use of the club facilities
* No Material may be posted on walls or on permanent fittings in the club
* The event may not be advertised publicly
* Use of any GAA Club Equipment is only permitted if permission for use has been sought and obtained from the Club Executive in advance
* I agree to abide by the rules of the club and all Statutory Legislation, and the following is my responsibility:

1. To maintain a list of guests
2. Payment of additional staff as applicable
3. Payment for any damages or breakages that may occur in connection with the function
4. To ensure a documented check is conducted before and after the event and a cleaning procedure is in place (template included)
5. To report any incidents or near misses to the club executive & complete Club Accident report form and witness form

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant)**

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION MUST BE IN THE POSSESSION OF THE GAA CLUB CONTACT AT LEAST 14 WORKING DAYS BEFORE THE EVENT FOR APPROVAL BY THE GAA CLUB EXECUTIVE COMMITTEE**

**Function Accepted: \_\_\_\_\_\_\_\_\_\_\_\_**

**Function Declined: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Club Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact to report incidents or matters for attention of the club**

**Name: Tel No:**

**CLEANING ROTA**

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| **TIME** | **ACTION REQUIRED** | **CHECKED BY (Name)** |
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