

Terms & Conditions for hire of Academy rooms

The Academy will make its public rooms available for hire at the agreed rates at its full discretion. Priority for use of rooms will be given to Academy events and Members of the Academy. Agreement for hire will be managed by the Facilities Manager, with the approval of the Executive Secretary and Secretary of the Academy as advised.

Any individual, company, institution or organisation (known as the Customer) may hire Academy Rooms subject to the Academy's terms and conditions (see below) and the payment of agreed room hire rates.

Special interest groups (i.e. political parties, lobbying and campaigning groups and political candidates) are prohibited from renting Academy premises during election and referendum campaign periods.

You must ensure/note the following requirements:

- Rooms or areas made available to the Customer are subject to payment by the Customer of separate room hire charges
- The Customer must take instruction from the Facilities Manager (or nominated deputy) while events are in progress
- The Customer should not use the name or logo of the Academy without approval and should ensure that publicity material does not imply that the event is organised or endorsed by the Academy

General:

- No alterations to the appearance of the hired space may be used without the prior agreement of the Facilities Manager
- All deliveries regarding the event should be pre-arranged with the Facilities Manager
- At the end of the event the Customer shall remove from the venue anything which the Customer has brought into the venue for the purposes of or in connection with the event and ensure that rooms are clean and undamaged
- Property of the Customer or its suppliers left in Academy House in excess of 24 hours after the event will incur additional charges at the published rates

Health and Safety:

- The Customer must comply with the Academy's Health and Safety regulations
- All electrical equipment brought into the venue should have a current Portable Appliance Test certificate
- The Customer shall not be allowed to use any gas-supplied heaters or any naked flame in any part of the venue
- The Customer should at the request of the Academy produce a Certificate of Insurance for inspection
- The Royal Irish Academy is a non-smoking venue and e-cigarettes must not be used within the venue

I agree to abide by the terms and conditions above:

Signed: _____

Date: _____

Print name: _____

On behalf of (name of legally responsible organisation): _____

Title & Date of Event: _____

Internal Procedures re: approval of room hire by special interest groups:

Agreement for hire will normally be managed by the Facilities Manager at his discretion.

However, during election and referendum campaign periods (i.e. after the date that an election or referendum has been called), special interest groups (including individuals) are prohibited from renting Academy rooms.

If there is any uncertainty about the status of these groups or the time period in question, the Facilities Manager will refer the booking application to the Executive Secretary and Secretary of the Academy for decision.

These include but not limited to:

- Political Parties
- Individual candidates
- Lobbying groups
- Campaigning groups

A booking made in advance of a campaign period by one of these groups that subsequently falls within a campaign period will be cancelled by the Facilities Manager.