



# Monaghan Peace Campus Hire Policy



Campas Síochána | Monaghan  
Mhuineacháin | Peace Campus





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## INTRODUCTION

Monaghan Peace Campus (MPC) is pleased to provide a variety of hire rooms and spaces to support the Peacebuilding within the community, cross-border and beyond. Hire Rooms are accessible to everyone. In accordance with the Equality Act 2004, Monaghan Peace Campus does not discriminate on gender, marital status, family status, age, race, religion, disability, sexual orientation, and membership of the traveller community.

## PEACEBUILDING & COMMUNITY

Booking of hire rooms and spaces are available to community, non-profit, cultural, intellectual, charitable and educational groups and organizations. Provision and priority bookings are given to Communities, Peacebuilding Programmes and related activities. MPC reserves the right to waive any part of this policy to accommodate Peacebuilding and affiliated activities. Approval of individual usage not described here will be determined by MPC.

## CHILD PROTECTION POLICY

MPC's Child Protection Policy applies to all users of MPC room hire spaces and is available from Reception or online.

## HELPFUL HINTS

- Please read this 'Hire Policy' in full before submitting your application.
- Complete your initial **Hire Form** application in full and return it to the relevant contact
- Submit your application as early as possible. Hire rooms and spaces are heavily used, and timeslots fill quickly. It is advisable to plan at least two months ahead.
- Contact:
- [info@monaghanpeacecampus.com](mailto:info@monaghanpeacecampus.com)
- T: +353 (0) 47 30046/47
- The Bookings Schedule is planned on a quarterly basis and block bookings can be made for up to three months at a time.

## CONTACT US

All bookings and room/space(s) hire enquires can be made via:

Reception & Enquiries:

T: +353 (0)47 30046/47

E: [Info@monaghanpeacecampus.com](mailto:Info@monaghanpeacecampus.com)

***Room Hire Booklet***

***Floor Plans Map***

***Hire Form Application***

Available from Reception and online [www.monaghanpeacecampus.com](http://www.monaghanpeacecampus.com)



## ROOM HIRE FEES

Details of all fees for individual rooms and spaces are available from:

Reception & Enquiries:

T: +353 (0) 47 30046/47

For events and activities outside normal opening hours contact us.

## FLOOR PLANS

Floor Plans for bookable rooms with details of facilities are available here

### ***Floor Plans***

[www.monaghanpeacecampus.com](http://www.monaghanpeacecampus.com)

## PERFORMANCE STAGE

Please note the outside Plaza, Concourse and Performance Stage areas constitute separate bookable spaces subject to priority usage for delivery of Communities Peacebuilding Programmes, performances. Capacity is for up to 200 persons seated.

## EQUIPMENT AND FACILITIES

- Specific details of requirements for an event must be confirmed on application.
- MPC will provide the standard facilities set up in Room Hire Spaces. This consists of seating, tables, AV and where required, Smart TVs and Catering.
- See Menu options for details.
- Room Hire and Spaces equipment provided on site cannot be used outside of the booked area.

- Use of MPC equipment and facilities are subject to availability.
- All additional equipment provided by the applicant must be in good working order and removed promptly following usage. MPC is not responsible for any equipment or other materials brought on site.
- Storage space is not available for any organization on the premises.

## CATERING AND HOSPITALITY

- All catering and light refreshments required for events and/or activities are provided by MPC only. Tea, coffee, soft drinks, light buffet lunches, finger food and hot and cold items are available.
- For enquires and booking please contact Reception on T+353 (0) 47 30046/47 or [info@monaghanpeacecampus.com](mailto:info@monaghanpeacecampus.com)
- Please note, a minimum of TWO weeks' notice is required with details of exact numbers and requirements for all catering.
- The location for serving any hospitality and refreshments must be approved prior to the event or activity.
- Catering is provided for a minimum of 10 people and a maximum of 150 people.
- Food and Drink are not permitted to be brought into the premises.
- Drinks are provided in the Self-

Service Barista Bar Café area and must be consumed within the café area only.

### CAR PARKING

- Red Zone Areas - €1 or £1 per day for all hirers and visitors
- White Zone Areas – per hour charges for all hirers and visitors
- Sterling and Euro coins are accepted forms of payment via cash or card
- Free Parking is available after 6pm Monday to Saturday, Sundays and Bank Holidays
- Parking places are provided attached to the MPC and are available for visitors to MPC. Vehicles are left at owners' risk.
- Users of MPC and Car Parking must avoid undue noise on arrival and departure.
- If car parking is required for a specific purpose or one-off occasion, please liaise with Reception. Traffic management must also be discussed and agreed in the first instance.
- Visitors and/or Hirers are not allowed to park any motor car or other vehicle, van, lorry, pedal or motor bike or scooter on any part of the Estate other than in the designated parts of the Monaghan Municipal District Car Parking area.
- MPC does not permit any congestion or obstruction of

any roadways or footpaths on its premises and accepts no responsibility or liability for any loss or damage to or theft of or from any motor car or other vehicle, pedal or motor bike or scooter parked on the premises.

### INSURANCE

- The hirer is fully responsible for the insurance of any materials and equipment brought to the venue. Such materials and equipment are not covered by MPC insurance.
- MPC will take normal precautions to minimize risk but will accept no responsibility for possible damage or theft of materials and / or equipment brought to the Campus.
- Insurance Compliance including completion and return of **INSURANCE CHECKLIST FOR PERMISSION OF USE OR ACCESS ACTIVITIES** must be provided prior to final confirmation of booking
- Public Liability Indemnity must be presented before confirmation of any bookings can take place and indemnify Monaghan County Council.

### PAPERLESS POLICY

- MPC is committed to a paperless environment. A digital community board will be available to share MPC community-related relevant information

- The Hirer/User cannot display any leaflets, posters, information packs, merchandise, point of sale materials, advertising, promotional materials nor, distribute, affix or post any bill, placard or notices into or upon any part of the premises, any internal communal areas or outside on the Plaza Concourse or Performance Stage Areas.

## **PUBLICITY, CORPORATE IDENTITY AND BRANDING**

- Use of MPC hire room space(s) does not constitute sponsorship or endorsement of the users or the users' beliefs by MPC. Publicity, marketing and promotional activities including advertisements or announcements in the public domain implying or stating such endorsement are prohibited.
- Special EU Programmes Body (SEUPB) and/or MPC Corporate Identity, Branding and Imagery on social media channels, websites, printed and/or promotional materials cannot be used or included in any Marketing, PR and Advertising activities/campaigns of any kind without the express permission of MPC.
- Hirers/Users are not permitted to advertise or publicly announce any event or activity due to take place at MPC.

## **BROADCASTING AND FILMING RIGHTS**

The Hirer/User may not grant Broadcast, Audio Visual or filming rights without the prior written consent of MPC Culture and Development Office.

If such consent is given, MPC reserves the right to take part in any negotiations, to be a party to the terms and conditions of any agreement reached and to share in any income and publicity derived from.

## **PERFORMANCES**

No literary, dramatic, musical, film or video work shall be performed or shown at the MPC without obtaining all the necessary copyright, licenses and theatre, film and public entertainment licenses. No works shall be performed or shown without the prior approval and permission of MPC; and no alternation shall be made to the works after such approval.

## **LICENSES**

The Hirer Licensee:

- a) Shall be responsible for obtaining necessary approvals or license in connection with the hire, other than those already held by MPC
- b) Will comply with all conditions attaching to such approvals and licenses
- c) Will indemnify MPC against all losses, costs, damages and expenses resulting

from any failure to obtain such approval or license or from any failure to comply with same.

d) All licenses shall be provided to MPC on demand.

### CLIMATE AND ENERGY CONSERVATION COMPLIANCE

To facilitate optimum energy conservation levels for maximum efficiency, all MPC temperature environments in Hire Spaces, Work Areas and the Estate are centrally controlled by MPC.

### WASTE MANAGEMENT

MPC reserves the right to monitor hirer waste management disposal to ensure and assist with MPC Environmental compliance.

### CCTV

CCTV is in operation throughout the building. Further details and Policies are available from Reception.

### GDPR

Compliance with MPC GDPR Policies is required by all hirers and users. Details of GDPR Policies are available from MPC.

## HIRE AGREEMENT RULES AND CONDITIONS OF USE

***The Hire Agreement represents the complete contract between the Hirer and Monaghan Peace Campus.***

***No variation to the conditions shall be valid unless they are in writing and signed by an authorised agent of MPC.***

### 1. CONDITIONS OF USE

*Use of MPC is subject to the following rules and, in the case of hirers/users, to the conditions incorporated in this hiring agreement.*

1. MPC is intended to provide a place where local people can meet together for Peacebuilding, social, recreational, cultural, educational and cross-community purposes. Neither the Premises or Hire Room and Spaces can be used or made available to any organization for commercial purposes, or to sell any materials, goods or services of any description whatsoever.

2. Room Hire/Space cannot be used or made available for activities or event(s) organized by a political party or movement, an organized religion or anything perceived as such by any fair-minded person, or for any polemical or party-political event or for an event



or activity that is obscene, racist, defamatory or illegal or is deemed to be offensive by any fair-minded person.

3. Usage must not disrupt the normal functions of MPC and must be held within the confines of the Room Hire/Space during designated time of opening hours and finish 15 minutes before the normal closing time of the building.

4. In accordance with Health and Safety Policies, the Room Hire/Spaces cannot be made available or used for ANY form of physical treatments including and within the context of wellbeing, beauty, health, holistic, remedial and/or related physical or medically related contact therapies.

5. Except in the case of trained assistance service dogs, Hirers and Users are not permitted to bring any animal on or into the Premises or Hire Rooms and Spaces.

6. The right to refuse any application for the use of facilities is reserved by the MPC. MPC may refuse an application if use by a particular group or individual presents a risk of public disorder or of alienating the MPC beneficiaries or users.

7. All arrangements for the use of MPC facilities are subject to MPC reserving the right to waive any part of this hire policy or cancel bookings when the premises are required to accommodate Peacebuilding-related activities or are rendered unfit for the intended use. Priority will be given to MPC Peacebuilding Programmes and activities.

8. Affiliated groups of the MPC shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the MPC except as provided for in (7) above.

9. Hirers/users shall not discriminate against any individual or group in any activity taking place. Groups must comply with the Equality Act 2004.

10. Hirers are responsible for providing qualified interpreters and/or auxiliary aids, upon request for their events. If applicants have difficulty with the above, they may liaise with MPC.

11. Room Hire and Spaces are made available during advertised opening hours.

12. MPC reserves the right to cancel a reservation in the event of MPC being required for a special event providing 3 days' notice to hirer.

13. Use of hire room or space does not constitute sponsorship or endorsement of the users or the users' beliefs by Monaghan Peace Campus.

14. Permission to use the space cannot be construed as endorsement of the group or its aims, policies or activities. Publicity, marketing and promotional activities including advertisements or announcements in the public domain implying or stating such endorsement are strictly prohibited.

15. Any publicity and/or promotional events and activities related to or taking place in connection with MPC must be approved by MPC in advance of being disseminated. Permission may be withdrawn if MPC deems publicity for the event to be incompatible with the purposes of the Peace Campus.

16. No petitions or requests for funding may be made in connection with any group or organization using MPC space(s).

17. MPC reserves the right to recoup any special costs that may arise in the use of space(s) by other agencies, or the costs of repair or making good should they be entailed.

18. All groups and organizations shall indemnify them and their employees in respect of any claims or actions of any

kind arising from any negligent act, omission or error of such groups and organizations.

19. Permission to use MPC room hire space(s) is revocable and does not constitute a lease or license. MPC may overrule or amend a grant or denial or permission to use space(s), should the larger interest of the service(s) and Peacebuilding Programmes so demand. The decision of MPC on granting or denial of permission to use Monaghan Peace Campus space is final.

20. All usage must not impinge on the enjoyment of the Peace Campus by other members of the public, or on the health and safety of the public and staff.

21. It shall be the responsibility of groups and organizations to ensure that room hire activities will not interfere with other Monaghan Peace Campus users and/or staff. Monaghan Peace Campus may impose reasonable conditions on any event in the interests of the Monaghan Peace Campus users in general. Failure to comply with such conditions will result in cancellation of permission to use MPC rooms and/or space(s) by such groups or organizations.

22. Monaghan Peace Campus reserves the right to cancel or postpone an activity, room hire booking or event should the larger interest of the services of the Peace Campus so demand.

23. Approval of usage not described here is determined by MPC's Peacebuilding Policy.

24. Please note regular room hire approval may be withdrawn at one month's notice.

25. MPC Staff must always have access to room hire spaces.

26. MPC has full authority to grant, refuse or revoke permission for any room hire space.

27. It shall be the responsibility of groups and organizations to ensure all attendees comply with health & safety regulations and room capacities as stipulated in room hire details.

28. The Hirer shall not use the premises for any purpose other than that permitted under the Hiring Agreement and will not, without obtaining the prior consent of MPC use the premises at any time other than those permitted under the hiring.

29. MPC reserves the right to terminate forthwith any activity or event permitted under the hire that is not property conducted.

30. Hiring may be terminated by notice given by MPC if:

- Any fee, charge or deposit due under the Hire Agreement is not paid on time
- Any of the conditions in the Policy or Rules and Conditions of Use outlined in this document are not adhered to.
- The Hirer Agreement constitutes permission only to use the premises and does not confer tenancy or other rights of occupation to the Hirer.

## 2. HEALTH AND SAFETY RULES

All conditions attached to the granting of any Room Hire and Space(s) bookings must be strictly observed. Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress.

b) All users are expected to co-operate in the fire drills which are arranged at varying times in order to familiarise users with evacuation procedures.

c) Firefighting apparatus shall be kept in its proper place and only used for its intended purpose

d) The Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to MPC Reception

e) Performances involving potential H&S risk or danger to the public are not permitted

f) Highly flammable substances shall not be brought into or used in any part of the premises.

g) No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc.) or any kind shall be erected

h) No heating or cooking appliances including portable gas cylinders shall be used on the premises

i) All electrical equipment brought into the building shall comply with the EU Safety Standards. The Management Committee disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply;

j) MPC Reception must be informed of any accident, injury or near miss occurring on the Premises. Accident reporting forms will be kept at Reception. Should any accident or incident occur a copy of the relevant form should be sent to the MPC Department within 2 working days

k) Fireworks and pyrotechnics are not allowed to be used in Hire areas or around MPC premises. This includes the Plaza and Performance Stage Area.

l) No glassware or articles of an inflammable, explosive, dangerous, noxious or offensive nature are permitted to be brought onto the premises or Hire Rooms/Spaces.

m) No food or drink or dangerous or obnoxious object(s) can be brought into MPC Premises.

n) No use of gas or electric-type heaters or any heating or supplementary energy is permitted in Hire Rooms, Areas or Spaces. (MPC Energy is centrally automated and controlled for energy efficiency and environmental compliance purposes).

o) No inflatables of any kind of any size for recreational use are permitted on site.

### 3. ROOM EQUIPMENT AND FACILITIES

Seating, tables, Audiovisual and Smart TVs are available for all rooms where requested. These must be left in good order in the Room Hire or Space(s).

Hirers/users are not permitted to make any alterations or additions to the hire area. No equipment, shelves, pictures or processes of any kind can be erected or left in the Room Hire or Space(s). No alterations or additions can be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the room hire or premises. This includes erecting any permanent or temporary signs or advertisements, promotional materials, leaflets of any kind in or upon the Room Hire Space or elsewhere on the premises. Any alteration, fixture, fitting or attachment shall be removed by the Hirer immediately and Hirer must make good to the satisfaction of MPC any damage caused by such removal.

### 4. ENQUIRES AND HIRE FORMS

For enquires and more information on room bookings, contact:

T: +353 (0) 4730046/47

E: [info@monaghanpeacecampus.com](mailto:info@monaghanpeacecampus.com)

[www.monaghanpeacecampus.com](http://www.monaghanpeacecampus.com)

A **Hire Form** must be completed in the first instance and details returned to: [info@monaghanpeacecampus.com](mailto:info@monaghanpeacecampus.com)

**Hire Forms** are available from Reception and:  
[www.monaghanpeacecampus.com](http://www.monaghanpeacecampus.com)

The applicant will receive notification by telephone and/or email after receipt of application.

The event/activity is not considered scheduled until a final booking confirmation acknowledgment is sent from MPC.

It is advisable to ensure applications are made at least one month before the scheduled date; no room hire can be confirmed until receipt of confirmation has been received from Monaghan Peace Campus.

For group bookings, two individuals must sign the application form on behalf of the group or organization. One of the named individuals must always be present and take full responsibility for the event and/or activities. Responsibilities include:

- Adherence to Fire, Health, and Safety Regulations.
- Adequate supervision, as agreed with MPC in advance.
- Presence at full event.

The applicant will be liable for any or all damage to spaces, facilities and equipment.



Note: Room Hire/Space(s) will be cancelled if one of the named individuals is not present.

## 5. BLOCK BOOKINGS POLICY

a) Block bookings of Hire Rooms and Spaces are permitted for up to three months only. MPC accepts Room Hire and Spaces bookings on a quarterly calendar basis.

b) To apply for a renewal room booking for the next available quarter, please re-contact MPC one month prior to the start of the next booking block period. Please note this cannot be guaranteed if a pre-booked Peacebuilding-related Event or Programme has been scheduled in the hire space requested. Alternative spaces and rooms will be suggested in order to accommodate the renewal booking.

c) Prior use of a room hire space cannot guarantee future use.

## 6. HOURS OF OPENING

MPC will normally be available for use between the hours of 09:15 and 22:00 Monday to Thursday; Friday and Saturday 09:15 to 17:00.

Please note these times may be subject to change with advance notice of 7 days provided, on occasion.

Out-of-hours bookings can be discussed with MPC and can be accommodated where feasible.

It is accepted that the MPC may be closed during certain periods of time, namely Public Bank Holidays, Sundays, Christmas and New Year. MPC will notify and agree in advance with the hirers/users of any such restricted opening periods.

### **Current operating hours are as follows:**

Monday to Thursday 09:15 to 17:00

Friday and Saturday 09:15 to 17:00

MPC reserves the right to change opening hours subject to seven days' notice provided to the Hirer.

## 7. PAYMENT

- Payment can be made via Debit/Credit Card via Telephone or in person.
- Cash payments are also accepted.
- Invoice can also be issued for bank payment by your organisation.
- MPC reserves the right to cancel the hire space 5 working days if no final confirmation is received.

## 8. CANCELLATION POLICY

- If it is necessary to cancel a booking, MPC should be notified within 72 hours of the start date of the booking, or a 50% charge will automatically be levied on the entirety of the booking.
- MPC is not responsible for notifying attendees in the event of cancellation. This is the responsibility of the Hirer.
- No Hirer may re-assign its booking to another group.

## 9. SAFETY REQUIREMENTS

MPC has the right to monitor all room hire spaces to ensure compliance with rules, regulations, and health & safety.

## 10. SUPERVISION

The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity.

Persons shall not be engaged in any duties which prevent them from exercising general supervision.

If and when the premises or any part of them are used for the purpose of any form of a public entertainment and/or event, there shall be a minimum of three persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the

entertainment. The number of adult attendants required is increased in the following circumstances:

- a. Where 100 - 125 people are present to five.
- b. When the majority of those present at the entertainment are less than 16 years of age, and/or when people with disabilities are expected to attend, the numbers of adult supervisors required will be increased.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the firefighting equipment provided.

Monaghan Peace Campus reserves the right to attend and monitor any event, meeting or activity.

The hirer shall, during the hire period be responsible for:

- a. Supervision of the premises
- b. Have their own Child Protection Policies and Child Protection Officers in place who will be identified to MPC
- c. The behaviour of all persons using the premises, whatever their capacity

- d. Ensuring that person leaving the premises during or following the hiring shall do so in an orderly manner in such a way as not to cause nuisance or annoyance to other users, staff and visitors at MPC, or owner/occupiers of nearby premises
  - e. Ensure MPC are made aware of any visitors or attendees with disabilities and requirements relating to emergency exit assistance
- In respect of any other property brought onto the premises for hire purposes failure by the hirer to remove the property from the premises within 24 hours of hire will incur daily rates charges based on the hire of the room/spaces

## 11. STORAGE

- Permanent storage of hirer items is strictly not permitted.
- Permission must be obtained before any goods, items or equipment are left or stored overnight at MPC. This pertains to a specific function or activity only. All items must be stored appropriately and will only be stored for a maximum 24 hours.
- It is the responsibility of the user/ hirer to ensure all goods and equipment stored at the MPC are fully insured at their own expense. Any goods left without prior agreement will be disposed of after 5 working days.
- All equipment and other property must be removed at the end of each session. Fees will be charged for each day, or part of day at the hire fee per session until items are removed.

## 12. LOSS OF PROPERTY

- MPC does not accept responsibility for damage to, or the loss or theft of, MPC users' property and effects.
- The hirer shall indemnify and keep MPC, its employees, agents and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as result of the use of the premises, property or equipment.
- The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents.

## 13. NUISANCE

- MPC reserves the right to prohibit or cease access to Hire Rooms and Spaces of any person(s) whose conduct may have proved detrimental to the good standing and orderly functioning of MPC or to the comfort and wellbeing of other occupants of or visitors.
- Hirers and organisers of events/ activities are responsible for ensuring that the noise level of

their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

- Hirers must reduce noise levels if asked to do so by an MPC Member of Staff
- Hirers/users are not to do or permit to be done in or about the Hire Rooms and Spaces anything which shall be a nuisance, inconvenience or disturbance to occupiers of the remainder of the premises
- Litter shall not be left in or about the MPC premises.

#### 14. CLEANING AND SECURITY

- All use of MPC premises and facilities are subject to users/ hirers accepting responsibility for returning furniture and equipment to original position and for securing doors and windows of the premises.
- All users/hirers shall also leave the premises and surrounds clean; neat and tidy and free from any rubbish or fire or health hazard. An additional 25% charge of the total booking fee will apply if hire rooms and/or space(s) are not left in the hired condition. Users and hirers are responsible for:
  - Clearing away all rubbish, food, equipment etc.
  - Wiping up all spillages

- Sweeping floors of all areas used
- Closing all windows and doors
- Returning all furniture to its original position.

- If required, MPC can carry out these functions for an additional fee.
- All litter should be placed in plastic refuse sacks provided by the hirer and put into the paladin bins. If there is no space in the MPC bins, hirers must take their rubbish home.

#### 15. DAMAGE

- MPC accepts no responsibility for any loss or damage, including personal injury and death, resulting from the premises proving to be unsuitable for the hirers intended use.
- Hirers/users must notify the MPC Reception of any damage howsoever arising immediately.
- The Hirer/User shall indemnify MPC for the cost of repair or replacement of any damage done to any part of the property including the cartilage or the contents of the building during, or as a result of a booking.
- The Hirer/User will be charged for the full cost of any repair, replacement or additional cleaning that arises as a result of hire/use of the MPC.

- The Hirer/User cannot use electrical installations or other services and equipment of any kind in and/or to/from the Hire Rooms and Spaces.
- The Hirer/User is not permitted to keep in the Hire Rooms and Spaces any inflammable, explosive, dangerous or harmful substance, liquid or gas; and not to keep or place or permit to be kept or placed any goods or articles or property of the User or its employees, servants, agents or invitees outside the limits of the Hire Rooms and Spaces; and not to obstruct any other part of the Estate with materials, notices or signs of any kind.

## 16. INSURANCE INDEMNITY

The Hirer shall take out adequate insurance to cover the Hirer and members of the Hirer's organization and invitees against all claims arising out the hire. The Hirer, on entering into this agreement and/or commencing hire of rooms and facilities on the premises fully indemnifies MPC against all claims arising out the hire.

The hirer shall provide the policy or other evidence of cover to MPC on demand. Failure to produce such policy and evidence of cover when requested to do so will render the hiring void and enable MPC to re-let the area to another hirer.

The Hirers/Users are not to do or permit to be done anything in the premises or Hire Rooms and Spaces whereby any policy of insurance on MPC (including the Hire Rooms and Spaces) may become void or voidable or whereby the rate of the premium thereon may be increased and immediately to repay on demand to MPC all expenses incurred in the renewal of any such policy rendered necessary by a breach of this obligation. At all times to comply with all the requirements of the insurers of MPC.

To indemnify and keep indemnified MPC from and against all proceedings actions, costs charges, claims, expenses, damages, liability, losses and demands in respect of any injury to or the death of any person (being employees, servants, agents, invitees, licensees or the general public) and all damages to the property moveable or immovable in or about the Premises (including the Hire Rooms and Spaces) caused by or arising from any act, neglect or default of the User/Hirer or any employee, associate, servant or agent or invitee of the User/Hirer.

At the expense of the User/Hirer to comply with all the provisions and requirements of any present or future Act of Parliament and every order, regulation and bye-law made under or in pursuance of such an Act or by any



local or other authority in respect of the Hire Rooms and Spaces or the user of it or of any fixture or machinery plant or chattels for the time being in it and any regulations, permissions, directions, order, bye-laws, building regulations and orders made under such Acts and to indemnify MPC at all times against all proceedings, actions and costs, charges, claims, expenses, damages, liabilities, losses and demands arising from any breach of this obligation.

To the satisfaction of MPC the User/Hirers insures own property and business risks. In particular, the following insurance shall be arranged: -

- Public Liability (Minimum indemnity of €2,600,000.00) and an Employer's Liability Policy with a reputable company covering all employees, servants, agents and invitees engaged in the provision of services or activities taking place at MPC.

The said policies of insurance must be endorsed to indemnify MPC. Satisfactory evidence of cover must be forwarded to MPC prior to final confirmation of booking.

The User/Hirer shall produce whenever required the policies of such insurances and the last receipt for payment of the premium due.

## 17. ALCOHOL, FOOD AND DRUGS

### Alcohol

Strictly no intoxicating liquors/alcohol is permitted to be bought or sold on any part of the premises at any time. Alcohol is not permitted to be consumed on any part of the premises at any time.

### Food

Food is not to be brought in or consumed on any part of the premises at any time. The designated Café area is for consumption of Barista Bar beverages only.

### Drugs and Substance Abuse

The sale, dispensation or consumption of illegal drugs is not permitted, and any such acts will be notified to the appropriate authorities; any instances of substance abuse will be treated similarly in line with the Facilities policy on dealing with Drugs.

### Smoking and Vaping

The MPC is a non-smoking and non-vaping building. Vaping and Smoking in the grounds, Plaza and Performance Areas are not permitted.

## 18. WEAPONS

It is totally unacceptable to carry anything that can be deemed to be an offensive weapon on the Facilities premises.

## 19. BETTING AND GAMBLING

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible for functions held in the MPC premises shall ensure that the requirements of the relevant legislation are strictly observed.

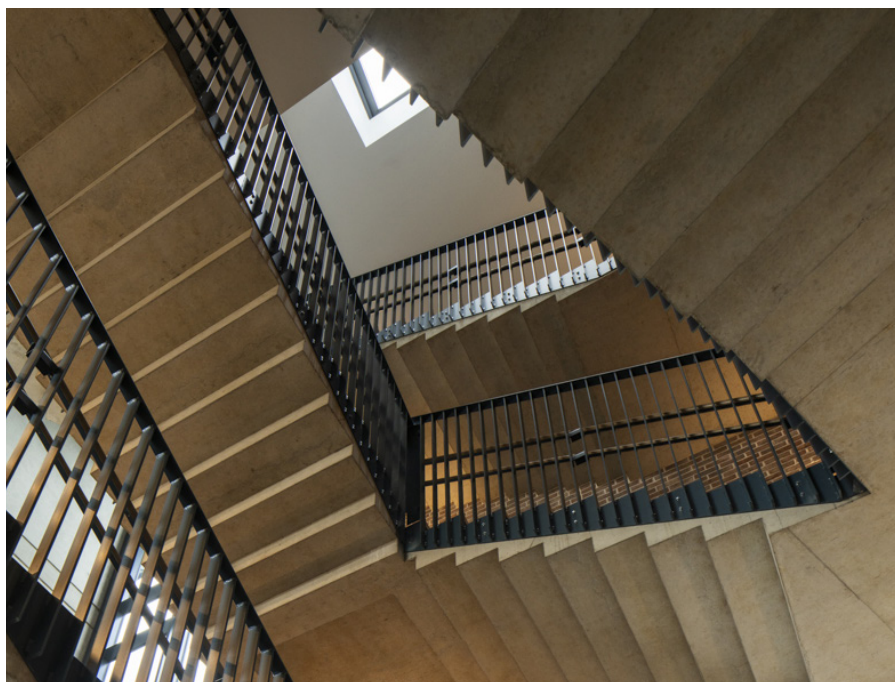
## 20. WASTE MANAGEMENT

Any event/activities which generate additional/extra waste must be managed by the event organiser/hirer independently of the Waste Management of the Peace Campus. This may require prior hiring of

additional bins/waste disposal containers to be arranged and notified in advance by and at the expense of the hirer.

## 21. ALARM ACTIVATION

If an alarm is activated by the tenant or hirer in breach of fire safety regulations the hirer/tenant will be responsible for the payment in entirety of the Fire Services call out costs. NB: strictly no food cooking of any kind is permitted in Hire Rooms and Spaces. Only steaming, boiling, air frying, baking, poaching and/or roasting are permitted within the designated MPC Tenancy area. Frying is strictly not permitted.





**Músaem**  
Museum



**Pobal**  
Community



**Seirbhísí d'Aos Óg**  
Young People's Services



**Leabharlann**  
Library



**Cairé**  
Café



**Campas Síochána**  
**Mhuineacháin**

**Monaghan**  
Peace Campus

## CONTACT

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