

# Education & Research Centre

## Terms and Conditions



Education  
& Research  
Centre Harold's Cross  
& Blackrock

All telephone bookings will be regarded as provisional and must be confirmed in writing using the booking form. The person who signs the booking request shall be considered the hirer and point of contact for the booking. Where bookings are made on behalf of an organisation, that organisation shall be considered the hirer.

Booking forms must be posted or faxed to:

Catherine Barker  
Facility Co-ordinator  
Education & Research Centre  
Our Lady's Hospice & Care Services  
Harold's Cross  
Dublin 6W

Written confirmation using the booking form will be taken as acceptance of these terms and conditions.

All the hirer's requirements should be detailed on the booking form at the time of booking. The hirer shall notify the Education & Research Centre of any changes to the requirements detailed on the booking form, in writing, not less than three working days before the function.

On receipt of the booking form the Education & Research Centre will confirm the booking in writing including confirmation of the charges incurred by the hirer. An invoice for a 25% deposit will be submitted with the confirmation.

On confirmation of the booking the cancellation policy will immediately apply.

Notifications of cancellations should be made in writing and will be effective on the date received by the Education & Research Centre.

The hirer shall be responsible for all charges arising out of the booking including any cancellation fee.

Cancellation fees must be paid on or before the date of the proposed event on the following scale:

Notice	Premises	Catering
> 3 days	100%	100%
3 to 6 days	100%	50%
7 to 14 days	50%	25%
14 to 28 days	25%	15%

The Education & Research Centre reserves the right to alter prices or other details shown in its brochure without notice.

If catering is required, the hirer shall estimate the number of persons for whom catering arrangements are to be made at the time of booking and is required to give a firm figure 5 working days before the event. This firm figure will be minimum on which the final invoice will be calculated.

The hirer is responsible for the Health and Safety of their staff and delegates throughout the duration of the hire period, and will be expected to comply with all relevant legislation.

The Management reserves the right to alter proposed room layouts in order to comply with fire regulations.

The Education and Research Centre shall not be responsible for any loss or damage to the property arising out of the holding of a function or any injury which may be incurred by or be done by or happen to any person during the holding of a function arising from any cause whatsoever, or for any loss due to breakdown of machinery, failure or supply of electricity or telephone, leakage of water, fire, riot, Government restriction or act of God which may cause the Education and Research Centre premises to be closed or the function interrupted.

The Education and Research Centre does not accept responsibility for the property of customers or guests. Any goods deposited are left at the owner's risk and without any liability on the part of the Education and Research Centre.

The hirer shall be held responsible for insuring all equipment brought onto the premises and for any damage caused to the property of Our Lady's Hospice & Care Services Harold's Cross and the Education & Research Centre by any equipment or exhibits brought onto the premises.

The hirer shall pay all charges within 30 days of the date of the invoice.

The Education & Research Centre operates a no smoking policy in all its rooms.

Authorized personnel of the Education & Research Centre have the right of entry to all rooms, and in particular the Education & Research Centre reserves the right to inspect the rooms for cleaning or maintenance or to carry out emergency repairs.

Guests/delegates shall not use the Education & Research Centre for any illegal or immoral purpose.

The Education & Research Centre reserves the right to decline any application of hire of room/s in the Centre or use of the facilities.

**Education & Research Centre**  
**Our Lady's Hospice & Care Services**  
**Harold's Cross, Dublin 6W**  
**P: 01 498-6212 M: 087 901-6036**  
**F: 01 406-8856,**  
**E: cbarker@olh.ie**  
**W: www.olh.ie**



Founded in 1879 by  
the Sisters of Charity