

## CONTRACT

### for the rental/leasing of premises for *Stepaside Educate Together National School*



Name of organisation: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Purpose for which the premises will be used: \_\_\_\_\_  
\_\_\_\_\_

Number of participants: \_\_\_\_\_  
\_\_\_\_\_

Period of rental: From \_\_\_\_\_ to \_\_\_\_\_

Insurance Company: \_\_\_\_\_  
(Please enclose copy of policy)

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental is divided into hourly, half-day, full-day and weekly rates. See table below.

Time	Rates	Option Selected
Hourly	€35	
Half-Day (4 consecutive hours)	€120	
Full - Day (8 consecutive hours)	€230	
Weekly (Half-Day)	€550	
Weekly (Full-Day)	€1,000	

- I will pay the Board of Management of *Stepaside Educate Together National School* the agreed rate selected above for the duration of the rental period. Payments are made by electronic transfer to the bank account of Stepaside Educate Together National School, monthly in advance. Account details are:

(Please put in Hall and company name/activity as a reference)

BIC: AIBKIE2D  
IBAN: IE67 AIBK93312032461011

The rate applies to one side of the hall ie. one full hall space.

- I undertake to repair any damage to the premises and equipment and return it to its former state.
- I will ensure that all school equipment is kept safely and properly stored.
- I agree to use only the room(s) agreed in advance

I agree that the school premises will only be used for the activities agreed in advance.

Any changes in these activities should be agreed in writing with the Board of Management.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of the BOM: \_\_\_\_\_ Date: \_\_\_\_\_