An application must be made to Parks & Landscape Services by any individual/group wishing to use a Dublin City Council Park for the purposes of Yoga, Fitness or Bootcamp Classes.

**Public Liability Insurance**

Each applicant must submit evidence of Public Liability & Product Liability Insurance cover; the level of indemnity to be not less than **€6.5 million** in respect of any one incident. Employers Liability of **€13 million** is also required where individuals/companies are employing people.

**Dublin City Council must be specifically indemnified and named on the policy.**

**Event proposers must provide confirmation in writing that the event insurance does not include any COVID-19 type exclusions on liability covers,**

**Timelines**

Applications for Yoga, Fitness & Bootcamp Classes will be accepted no less than 7 working days prior to the date of event / activity.

For larger events additional time will be required in order to process applications.

If the information is incomplete or the applicant wishes to make changes after the form has been submitted, more time will be required to process the application.

**Invoicing**

An invoice will be issued for an approved event / activity and must be paid in full, prior to the permit being issued and the event / activity taking place.

**Fees**

**COVID-19**

Due to COVID-19, a maximum attendance is set by prevailing health advice, yoga, Fitness & Bootcamp Classes, must take into account this number and include the trainer in this number while maintaining the required social distancing

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| **Category** | **Fee + VAT @ current rate applies** |
| Fitness/yoga class  (Max. 15 people) | €30 + VAT per hour |
| Fitness/yoga class  (Max. 100 people) | €100 + VAT per hour |
| Fitness/yoga class  Commercially sponsored/promoted  (Max. 100 people) | €350 + VAT per hour |

*The above fees may be subject to VAT and are subject to change at the discretion of Dublin City Council Parks and Landscape Services.*

***Note 1: Any******large one off events will be treated like any other large event application and subject to a separate application form and associated charges and conditions***

***Note 2: Charity events/activities which promote a brand or product will be charged at the commercial rate.***

***Note 3: Local residents should be notified of any event/activity in advance that may impact on them.***

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| **Event / Activity Summary** | | | |
| Park required |  | | |
| Dates / Times | Date(s) | Start Time | Finish Time |
|  |  |  |  |
|  |  |  |
|  |  |  |
| Description of event/activity |  | | |
| Please detail what equipment will be used and how it is intended that Social Distancing and hygiene will be maintained. |  | | |

**A person or group who contravenes a provision of the Parks Bye-Laws is/are liable for a fine of €1,200**.

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| **Organiser Details** | |
| Name of Organisation  (If applicable) |  |
| **Organiser** |  |
| **Tel No / Mobile No\*** |  |
| **Email\*** |  |
| **Contact Address**  **(including eircode)\*** |  |
| **If the organiser will not be in attendance, please provide contact details for a co-ordinator for the Event:** | |

|  |  |
| --- | --- |
| **Usage Details** | |
| Approximate number of people expected to attend? |  |
| Will there be a sponsor / promotion attached?**\*** |  |
| **\***If yes to the please provide details |  |
| Will amplification be used? |  |

Once this application has been submitted, no additional items may be included without the prior consent of Parks & Landscape Services.

**\* Mandatory Fields applications will not be accepted without valid contact information.**

**Terms and Conditions**

**Permission for the use of a Dublin City Park for the purpose of Yoga, Fitness & Bootcamp Classes is issued on the understanding that the activity that takes place is as stated on the application form submitted and that the applicant will abide by the following Terms and Conditions.**

* The booking period includes setup and clear up times / dates.
* Bookings are not transferable to any other group or individual, either permanently or temporarily.
* The hirer shall be liable for any damage to the park or property during the period of the booking.
* The applicant must follow the instructions of parks staff at all times.
* The display, on the Council property e.g. trees, railings, lamp posts, pitches, green space, etc. of notices or advertisements other than those specifically authorised by the Council, is prohibited.
* Event organisers must comply with the Department of Children & Youth Affairs Child Protection Policy and Code of Behaviour for working with children/young people.
* No refunds are available for “bad weather”, it may be possible to reschedule bookings subject to park availability.
* The Parks & Landscape Division will identify an area where the fitness classes are to be carried out and must be strictly adhered to at all times (or as otherwise agreed with the local parks supervisor, if necessary). **The City Council may close any designated area, if in its opinion, the area is not fit for use or due to weather conditions at the time.**
* The local parks supervisor will have absolute say if classes can go ahead in such circumstances and will decide if an alternative location can be used. This must be agreed with them in advance of classes.
* Any litter / waste generated by the group should be removed from the park and disposed of appropriately.
* The applicant should not allow to be done or permit any act or thing, which is or is likely to be or become a nuisance, danger or source of annoyance, inconvenience or disturbance to other users of the park or occupiers of neighbouring premises.
* A permit will be issued authorising the use of the park/open space. This should be available on request for inspection by the local parks supervisor.
* If there are any breaches of the terms and conditions attached to the permission, in any park / open space, only one written warning will be given and thereafter permission to use all parks / open spaces will be withdrawn.
* Use of any amplification, is at the discretion of Parks & Landscape Services – where amplification is approve noise levels should be kept to a minimum so as not to disrupt other park users or local residents.
* Due to Covid-19 Coronavirus, any current or future advice issued by Central Government and/or the relevant Health Authorities will supersede any permission which has been issued by Parks and Landscape services for events until further notice.
* Due to Covid-19 a maximum of 15 persons can attend Yoga, Fitness & Bootcamp Classes, this number must include the trainer while maintaining the required social distancing at all times. Please note that any class which has been provided with permission must adhere to the prevailing advice issued by Central Government and relevant Heath Authorities.
* Failure to comply with any of the prevailing Government/Health Authority advice and guidelines and the conditions set out by the Council will result in the permit being withdrawn
* These conditions are subject to change at the discretion of the Council. Please address all correspondence to:

**Dublin City Council, Parks & Landscape Services, Culture, Recreation and Economic Services, Block 4, Floor 0, Wood Quay, Civic Offices, Dublin 8, D08 RF3F, Ireland. Or email** [**parkevents@dublincity.ie**](mailto:parkevents@dublincity.ie) **Phone; 01 222 5278.**

**Acceptance of Terms and Conditions**

|  |  |
| --- | --- |
| **Print name** |  |
| **Signature** |  |
| **Position in organisation** |  |
| **Date** |  |

## Privacy Notice

All information requested is for the sole purpose of processing your application.  We do not collect personal information for commercial marketing or distribution to private organisations.  It may be necessary from time to time to pass your contact information on to trusted third parties in order to assist with the processing of your application, such as our statutory agency partners, e.g. An Garda Siochána.

Access to any non-public personal information that you provide will be restricted to only those employees who need to know that information to process your application.

It is our policy to retain collected information for a five-year period after which your information will be disposed of securely.

Contact our Data Protection Officer on [***dataprotection@dublincity.ie***](mailto:dataprotection@dublincity.ie) or 01 222 3775

**Rev. June 2020**

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| **For Office use only** | |
| Event name |  |
| Event Type |  |
| Hours used |  |
| Account |  |
| Cost Centre |  |
| Amount Payable | **€** |
| Invoice Number |  |