

PARKS & LANDSCAPE SERVICES GUIDELINES & APPLICATION FORM

For use of “The Hive”, Herbert Park

An application must be made to Parks & Landscape Services by any individual/group wishing to use The Hive for an event / activity.

Public Liability Insurance

All applicants must submit evidence of Public & 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.

Timelines

Applications for use of the Hive will be accepted no less than 7 working days prior to date of 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.

Hive Fees

Category	Fee + Vat @ current rate applies
Event / Activity. <i>e.g. Yoga Classes, Mindfulness courses etc.</i>	€40 + Vat per hour or part thereof Or €30.00 + Vat per hour for block bookings (minimum of 6 bookings) €110 + Vat for a half day (up to four hours)
Corporate / Promotional / Commercial use	€100.00 + Vat per hour €800.00 + Vat Daily rate
Community Use	€10 Per Event / Activity

Cancellation Policy

The applicant must give 48 hours' notice to the Parks Administration should they wish to cancel a booking. The full fee applies if 48 hours' notice is not received by Parks Administration to cancel the activity.

Invoicing

Once the application has been processed an invoice will issue which must be paid in advance of the activity taking place. You will be invoiced in full for the dates submitted on the form.

Payment Options

The invoice number must be quoted when using any of the following payment options:

On-line by credit card by clicking [HERE](#)

Credit Card by calling 01 222 2222

EFT Dublin City Council Bank Account Details are as follows: -

AIB Dame Street, Dublin 2

Swift Address is AIBKIE2D

IBAN: IBAN IE41 AIBK 9320 8680 1345 97

Sort Code: 932086

A/C No: 80134597

When making the payment please email remittanceEFT@dublincity.ie and parkevents@dublincity.ie



PARKS & LANDSCAPE SERVICES GUIDELINES & APPLICATION FORM For use of "The Hive", Herbert Park

Event / Activity Summary			
Name of Event/Activity			
Dates / Times	Date(s)	Start Time	Finish Time
Description of event/activity			

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

Usage Details		
Approximate number of people expected to attend?		
Has the event/activity taken place before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Nature of Activity			
Charity	<input type="checkbox"/>	Arts & Crafts Courses	<input type="checkbox"/>
Family/Community	<input type="checkbox"/>	Exhibitions	<input type="checkbox"/>
Yoga Classes	<input type="checkbox"/>	Music Lessons	<input type="checkbox"/>
Clubs	<input type="checkbox"/>	Meetings	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		



PARKS & LANDSCAPE SERVICES GUIDELINES & APPLICATION FORM

For use of "The Hive", Herbert Park

Charity Event/Activity – Name of Charity (See guidance note)	
Charity Registration Number	

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

Event/Activity Elements			
Do you intend to include any of the following elements at the event? Please indicate with a ✓			
Tables & chairs	<input type="checkbox"/>	Projector	<input type="checkbox"/>
PA system	<input type="checkbox"/>	Face Painting	<input type="checkbox"/>
Balloon Displays (No launches permitted)	<input type="checkbox"/>	Catering	<input type="checkbox"/>

Please list any other elements of your event which are not covered by the check list

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

PARKS & LANDSCAPE SERVICES GUIDELINES & APPLICATION FORM For use of “The Hive”, Herbert Park

Terms and Conditions

Permission for use of the “Hive”, Herbert Park, is issued on the understanding that the activity that takes place is as stated on the application form submitted and that the hirer will abide by the following Terms and Conditions.

- The Hive should be accessed via the pedestrian gate at the children’s playground.
- The booking period includes setup and take down.
- The Facility should be referred to in all third party promotional material, websites, social media and flyers as “The Hive” and no other name should be attached to the facility.
- Any and all promotional material relating to The Hive must be approved by Parks and Landscape Services prior to distribution.
- The hirer must provide a copy of their current, valid public & product liability insurance with Dublin City Council (DCC) named and indemnified for €6.5 million, Employers Liability of €13 million is also required where individuals/companies are employing people. A copy of the policy should be sent to parkevents@dublincity.ie
- The hirer shall not transfer the booking to any other group or individual, either permanently or temporarily.
- In the event of it being necessary to close The Hive for repairs or for any other reason, no claim shall lie against the Council in respect any loss or inconvenience or any other damage incurred.
- The hirer shall be liable for any damage which may be caused to the premises or property during the period of the booking.
- The hirer must at all times follow the instructions of parks staff.
- Arrangements for collection and return of keys should be made prior to the date of booking.
- Loss of keys will result in a charge of €30.
- Permission to use The Hive does not come with any parking privileges. Parking arrangements are a matter for the hirer to arrange.
- Any items left in The Hive will be removed by parks staff, the Council does not accept responsibility for articles lost or stolen on the premises.
- No additional infrastructure is permitted in The Hive unless previously agreed by DCC staff.
- There are no storage facilities available. All equipment, property and personal belongings must be removed from The Hive after the event / activity.
- The facility should be left in a clean and tidy condition. Any refuse bags should be placed in the bin provided outside the rear door.
- **No naked flames / candles are permitted.**
- Erection of soft furnishings is not permitted e.g. Curtains, Drapes etc.
- The display, on the Council premises, of notices or advertisements other than those specifically authorised by the Council, is prohibited.
- 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 Phone; 01 222 5278.

PARKS & LANDSCAPE SERVICES GUIDELINES & APPLICATION FORM
For use of “The Hive”, Herbert Park

Acceptance of Terms and Conditions

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 Síochána.

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 or 01 222 3775

For Office use only	
Group name	
Account	R70534
Cost Centre	631011
Amount Payable	€
Invoice Number	