



IRISH THEATRE INSTITUTE

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Irish Theatre Institute (ITI): TERMS & CONDITIONS

By booking space at ITI you agree to the terms and conditions as laid out below. Please read them carefully.

- ◆ The person who makes the enquiry shall be considered the main point of contact for the booking. This person must provide contact details (telephone number and email) at the point of booking.
- ◆ The hirer is responsible for ensuring that all payments are made in full and on time. An invoice will be issued electronically at the beginning of the next month following their booking. ITI will not engage in third party negotiations for payments under any circumstances.
- ◆ Access to room bookings at ITI is from Monday – Friday 9.30am – 5.30pm. Please note that ITI is closed on bank holidays and for a period over Christmas (exact dates change annually).
- ◆ Rooms should be left as you find them (unless otherwise specified by staff). Do not stick anything permanently to the wall, floor, door, or windows. Please do not take furniture from, or move furniture to, anywhere else in the building unless previously arranged with us.
- ◆ ITI does not accept responsibility for your property. You must bring all materials with you when you are leaving (including any props, scripts, etc.) Anything left in the building is at the owner's risk and without any liability on the part of Irish Theatre Institute.
- ◆ Permission to bring any equipment into ITI must be obtained prior to your booking. ITI reserves the right to refuse access for any non-approved equipment and to request removal of any such equipment from the site. Cancellation of booking may occur if this is not adhered to. You are responsible for insuring all equipment brought onto the premises and for any damage caused to the property of ITI by any equipment or items brought onto the premises.
- ◆ All hirers and visiting companies and artists are required to hold their own Public & Employers Liability that is fit for purpose and will cover their activities whilst in ITI. Your limits of indemnity should be not lower than €6.5 Million for Public Liability and €13 Million for Employers Liability. An indemnity should be noted to Irish Theatre Institute for the duration of the hire and a copy of your insurance policy and an indemnity letter should be sent to ITI's Operations and Programme Coordinator (nshahinian@irishtheatreinstitute.ie) prior to the date of your booking.
- ◆ It is ITI's policy not to accept room bookings from organisations and/or individuals engaging with children and young people (aged 16 years and under).
- ◆ Please adhere to your scheduled times. Please don't go over time if somebody is waiting to use the space after you and let us know if you will be significantly late for your booking.
- ◆ Please feel free to use our kitchen facilities (kettle, microwave, etc.) but make sure to leave the place clean and tidy. You must wipe down all surfaces after using the kitchen. Tea and coffee are available, but we (if you are able) we ask that you make a contribution to an Honesty Jar in the kitchen.
- ◆ There are power points and Wi-Fi is available in all rooms. Network Name: ITIWifi | Password: 17EustaceSt

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- ◆ Please remember that No. 17 is a 4 storey Georgian building with wooden floors. To eliminate risk of potential injury caused by wooden floorboards and/or exposed nails please be advised that at ***no point*** should you or your colleagues lie down or walk in bare feet on the uncarpeted floors.
- ◆ Please be very careful moving chairs or any furniture. All furniture must be lifted and not dragged along the floor. Any damage done to the floor or to any part of Irish Theatre Institute will incur charges.
- ◆ You are responsible for the Health and Safety of any individuals or group you bring into the building and will be expected to comply with all relevant legislation and current public health measures concerning current health guidelines (including but not limited to Covid-19).
- ◆ All visitors are required to sign in using a Guest Book in ITI's Hallway. Under no circumstances should you allow unauthorised persons or persons that you do not know access to the building.
- ◆ If you feel unsafe outside of the building, on entry/exit from the building, or encounter an aggressive visitor inside the premises please notify a member of ITI's staff immediately.
- ◆ You shall not use the space and facilities at ITI for any illegal or immoral purpose.
- ◆ Please take note that there is strictly no smoking / vaping within the building. There is a smoking area to the back of the building.
- ◆ ITI staff reserve the right to refuse any persons entry to the building.
- ◆ General Data Protection Regulation (GDPR): ITI requires that some Data be collected to process and manage room bookings. Data volunteered to ITI through the use of web registration forms or via email/telephone/in person will be treated with confidentiality and security. We recommend that you read ITI's Data Protection Statement online and ITI's Data Protection Policy [here](#).
- ◆ **Cancellations:** ITI's space is in great demand. If you cannot make a booking for whatever reason, please let us know as soon as possible so we can try to reallocate this time. Notification of cancellation should be made in writing or email and will be effective *on the date received* by ITI. A cancellation charge will apply for bookings cancelled within 24 hours of the booking date.
- ◆ We ask that these Terms & Conditions are shared with all of your colleagues who are involved in using the space in ITI.

Chatting about what you're up to in Irish Theatre Institute online? We would love if you could acknowledge our support on social media where possible:

Twitter: [IrishTheatreIns](#) | **Facebook:** [IrishTheatreInstitute](#) | **Instagram:** [irish_theatre_institute](#)



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Emergency:

Emergency Services: 999 / 112

Pearse Street Garda Station: 01 666 9000

Emergency Evacuation Procedure:

In the event of the fire alarm sounding

- Follow instructions of assigned members of staff and leave via front door.
- Make your way to the building exit (front door). Do not run.
- Turn left and gather at the Assembly Point: Curved Street, beside The Button Factory.
- Do not re-enter the building until safe to do so as directed by a member of the fire brigade.

Evacuation Route:

- Through the main front door, turn left and take immediate left to gather at Assembly Point on Curved Street