

UCD Student Centre

Terms of Use

UCD Internal Clients

Introduction:

Facilities in the Student Centre may be hired by internal UCD Clients such as UCD Colleges, Schools and support units.

The Student Centre's Internal rates will be used for these events and bookings

Terms:

- Making a booking
 - To request a booking please complete this form
 - Rooms must be booked 48hrs in advance and the relevant form must be completed
 - Rooms requested less than 48hrs in advance may be accommodated subject to availability and must be booked at reception.
 - Rooms are booked hourly.
 - Rooms must be cancelled at least 48 hours in advance.
 - Management have the right to cancel or refuse a booking or change the location of the booking to suit the operational needs of the facility.
- Guidelines for usage
 - If an event commences later than the time stated no additional time shall be given in lieu.
 - The Group Organiser shall be responsible for the condition of the room and the room must be returned to it's original state after the booking or cleaning charges may be applied.
 - Every effort will be made to ensure rooms are set prior to bookings taking place, however, it is advised that the booking include adequate set-up time before guests arrive.
 - Furniture may only be used within the room that it is provided in
 - Management reserve the right to draw end to an event at any time for operational reasons.
 - The client is responsible for ensuring the event ends on time and that all attendees make their way out of the building safely and in an orderly fashion before the building closes.
 - Events at UCD Student Centre must comply with all relevant University policies and meet any legal requirements specific to your event.
- Charges
 - Room Bookings are provided to Internal UCD Clients at internal rates
 - A UCD PO number is required to confirm the booking and qualify for internal rates (UCD Campus Sport and Leisure are UCD063 on EFIN)
 - It is assumed that all bookings take place within the Centre's normal opening hours. Use outside of these hours may incur a charge.
- Event Management
 - Most events taking place in the Student Centre fall within the normal operating procedures of the Student Centre.
 - Events with over 100 guests, alcohol or special guests (Eg. VIPs, Ambassadors or Celebrities) may be required to produce an event management plan which will be subject to approval by Student Centre Management, UCD Safety Office, UCD Estate Services and any other relevant oversight bodies.
 - Final decisions on matters of safety, security and building operations rest with the Student Centre duty Manager and/or Student Centre Management team.
 - All groups using an external company to supply equipment, food or any other items to events are required to provide the insurance certificates of these suppliers to Student Centre management
- Catering
 - The caterer for the facility is Cafe Brava, only Cafe Brava may be used for event catering.
 - Cafe Brava can be contacted by talking with Des Moran - des.moran@ucd.ie 0872501896

- Food and drink are available onsite at the Poolside Cafe, The Clubhouse bar and the Student Union Sport shop during their normal operating hours.
- If it is deemed necessary to involve another caterer, where that caterer is not on UCD's Catering Panel HSE and Insurance certs will be required by Student Centre Management.
- All decisions on Catering must be approved by Student Centre Management