



Derry City & Strabane
District Council
Comhairle
Chathair Dhoire &
Cheantar an tSratha Báin
Derry Citty & Strabane
Destrict Council

Ref: FOI / 5754

16th June 2025

Email:

Dear

Freedom of Information Act 2000 Request - Protests, Rallies and Events

I refer to your FOI request and respond as follows:

Request

We request that the Council discloses:

1. Its policy for authorising protests or rallies on Council property.

Council does not have a dedicated policy related to the authorisation of protests or rallies on Council property.

2. Any other policies that may apply to protests held on Council property, for example those relating to holding events.

Please refer to attached Facility hire terms and conditions, please see Appendix 1.

3. A list of fees payable:

- a. By organisers of protests or rallies that wish to use Council property.**
- b. By organisers other events that wish to use Council property.**

Please see attached hire charges for the Alley Arts & Conference Centre, please see Appendix 2. Also, please see attached hire charges for the Guildhall, Harbour House and Tower Museum, please see Appendices 3, 4 & 5.

Derry

C/o Council Offices
98 Strand Road
Derry
BT48 7NN

Strabane

C/o Council Offices
47 Derry Road
Strabane
BT82 5DY

+44 (0) 2871 253 253
info@derrystrabane.com
www.derrystrabane.com

f Derry City & Strabane District Council
t @desdcouncil

Hire charges for Councils Leisure facilities are subject to the requirement set out in the booking requests. Please see a blank booking form attached, Appendix 6. The charges for leisure, pitches and rooms are set out in Appendix 7.

4. A list of criteria that it uses when deciding whether to approve or deny the use of Council property for:

- a. For a protest or rally**
- b. For an event**

Please refer to Facility hire terms and conditions, please see Appendix 1.

5. The average length of time between an application for use of Council property and the decision to approve or deny that request, for:

- a. Protests or rallies**
- b. Events**

Records of the length of time between an application and a decision are not normally kept. The process generally involves the provisional booking of the venue which is confirmed upon receipt of the completed hire forms and submission of required documentation.

If you are dissatisfied with our response, you have rights of review and appeal; these rights consist of two review processes.

Firstly, our internal review procedure is available by contacting:

John Kelpie
Chief Executive
Derry City and Strabane District Council
98 Strand Road
Derry BT48 7NN
Tel: 028 71253253 or email: john.kelpie@derrystrabane.com

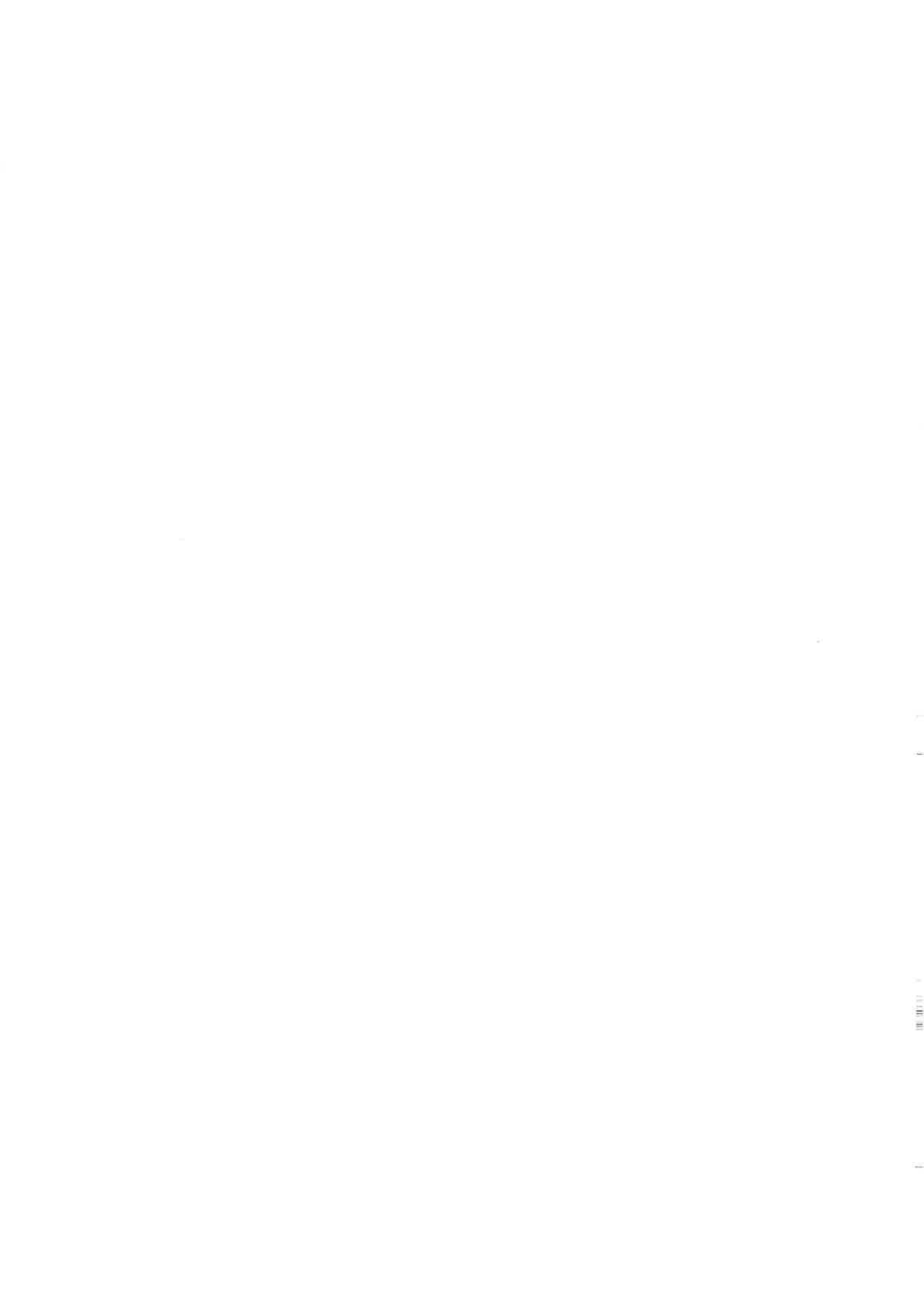
Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
CHESHIRE SK9 5AF
Tel: 0303 123 1113 (local rate) or email: casework@ico.org.uk

I would however advise that the Information Commissioner has indicated that a review will not be undertaken unless the Council has first had an opportunity to re-consider its decision.

Yours sincerely

Ellen Cavanagh
Lead Democratic Services and Improvement Officer





Derry City & Strabane
District Council

Comhairle Chathair
Dhoire & Cheantar
an tSratha Báin

Derry Cittie & Stràbane
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Hire Charges

The Alley Arts and Conference
Centre,
Railway Street
Strabane
Co.Tyrone
BT82 8EF

Manager: Louise Boyce

Auditorium

Commercial / Statutory

Monday – Saturday performance

£400 per day + 6% (+ VAT) box office + 5% PRS +VAT (if appropriate)

20% Discount Monday and Tuesday on daytime Hire Costs (9am – 5.00pm)

Sunday + Bank Holidays performance

£800 + 6% (+VAT) box office + 5% PRS (+VAT) (if appropriate)

**Community/Voluntary Performance and Internal bookings
from DCSDC**

Monday – Saturday performance

£280 per day + 6% (+VAT) box office +5%PRs (+VAT) (if appropriate)

Includes provision of 4 hour get in (if available) £100 +per additional hour thereafter.

£110 per additional day (get in / technical / dress rehearsal (2 days max)

20% Discount Monday and Tuesday on daytime bookings (9am – 5.00pm)

Sunday performance

£600 per day + 6% (+VAT) box office + 5% PRS (+VAT) (if appropriate)

Conference

Commercial / Statutory

Monday – Saturday performance

£400 per day + 6% (+ VAT) box office (For ticketed events)

20% Discount Monday and Tuesday on daytime Hire Costs (9am – 5.00pm)

Sunday + Bank Holidays performance

£800 per day + 6% (+VAT) box office (For Ticketed events)

Flat Floor Format

Monday – Saturday performance

£700 per day (Full day option only).

We programme activity for flat floor performances several times a year and costs will be in par with auditorium costs as outlined if your event takes place in these scheduled times.

Sunday and Bank Holiday Event

£800 per day (Full day option only)

(£100 per hour additional charge applied to get-in / strike outside 10am-5pm)

Community / Voluntary Conference + Internal bookings from DCSDC

£280 per day

Sunday + Bank holidays Event

£500 (Full day option only)

(£100 per hour additional charge applied to get-in / strike outside 10am-5pm)

Flat Floor Format

£500 per day (Full day option only)

Alley Arts Centre Hire Costs 2025/26

Gallery

Hire of Art Gallery Space

£30 per hour + security charge outside of 9am – 5.00pm (£30 per hour)

25% commission on exhibition sales

To book out the entire venue – Agreement to be made with Venue Manager at time of contract agreement, subject to availability.

Additional Space

Bar/Café: £200.00 (hours to be agreed at contract stage)

Courtyard: £380.00 (hours to be agreed at contract stage)

Additional Services

£70.00 +VAT Projector

£80.00 +VAT per camera angle – 2 angles available

£20.00 +VAT per memory card

Editing of recording £250.00 +VAT

Confetti £100.00 + VAT Clean up charge

After midnight £50.00 / Half Hour + VAT – to be agreed in advance.

Sale of Merchandise per performance: £30.00 + VAT

Additional Technical assist: £24.00 per hour + VAT

Sell tickets on behalf of an external business/venue 8% Box-office fee + VAT.

Print tickets for free events £100.00 + VAT on behalf of an external business/venue

DERRY CITY AND STRABANE DISTRICT COUNCIL LEISURE SERVICES

Booking Application Form

This form is used to book Derry City & Strabane District Council leisure & sports facilities. Bookings can be made for one off events or for block bookings over a series of dates. Additional information may be required depending on the nature of the booking. Feel free to contact the relevant Centre Reception to check availability of your request prior to completing & submitting this form. The act of submitting a form does not automatically guarantee that the requested facilities will be allocated to you. If all is satisfactory, your booking will be subsequently confirmed in writing. If you fax, email or post a booking form and do not receive further communication from us, it is advisable to contact the centre to confirm receipt. Please note: Sports Hall and 5-a-side pitch bookings will be based on 55 minutes and the centre may require you to be flexible in relation to set ups and take downs of other facility bookings. For courtesy purposes, please refrain from entering your booked activity area prior to your start time. We ask that all bookings that are the last session of the day to pay for their booking in advance.

Name or Organisation	
Name of Centre you wish to Book	
Event or Proposed Use	

Single Booking

Day	Date	Facilities Required (E.g. Main Hall, Activity Hall, Committee Room, Pitch etc)	Time From	Time To

If your request is unavailable you will be contacted to discuss alternatives – please ensure you add a contact telephone number below

Block Booking

Day	Date From	Date To	Facilities Required (E.g. Main Hall, Activity Hall, Committee Room, Pitch etc)	Time From	Time To

Please list any dates where you know you will not require facilities

Will you require access to the booked facilities prior to the start time listed above?
If yes, please state the time you want us to have the facility ready for you? If no, please write N/A

Estimated no. of Participants?		Estimated no. requiring Female Changing	
Estimated no. of Spectators?		Estimated no. requiring Male Changing	

Equipment

How many Chairs will you require?		How many Tables will you require?				
Please tick to indicate equipment required, note that each item may have an applicable hire charge and some items may not be available at your preferred site.	TV	<input type="checkbox"/>	Exercise Equipment	<input type="checkbox"/>	Projector	<input type="checkbox"/>
	Projector Screen	<input type="checkbox"/>	Microphone	<input type="checkbox"/>	PA/Sound System	<input type="checkbox"/>
	Water Boiler	<input type="checkbox"/>	Laptop	<input type="checkbox"/>	Other Please State Below	<input type="checkbox"/>

Other Equipment:

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Payment			
Payment Options	Payment in advance.	Pay on the night of booking.	Payment by invoice. (Authorised bookings only)
Please outline your anticipated method of payment. Please tick as appropriate			
Invoice Address If applicable please outline the name and address you would like your invoice sent to.		Name: _____ Address: _____ Post Code: _____	

General Information	
DCSDC Facility Hire Policy, Terms & Conditions.	All hirers must abide by the terms and conditions of hire as outlined in the Councils facility hire policy. It is the hirers responsibility to ensure they have read and understand these terms and conditions of use. You can view the facility hire policy at www.derrystrabane.com/leisure .
Child Protection	If a group/club/ or individual books more than one session at any one time, or books a special event, for an activity that includes children (i.e. anyone under the age of 18), they must produce and submit an up-to-date (less than 3 years old) Child Protection Policy prior to the commencement of their booking. Intended for casual use, Derry City & Strabane District Council has a Child Protection Policy which you must abide by when using our facilities. Should you have any concerns about a child/children please report these to a member of centre staff. You can view the Council child protection policy at www.derrystrabane.com/leisure .
Safeguarding Children and Vulnerable Adults	You are strongly advised to carry out Access NI vetting checks on prospective employees and volunteers whose normal duties include teaching, training, care, supervision, advice or transportation of children and vulnerable adults. You will commit an offence if you knowingly employ a disqualified person to work/supervise children. As part of your booking you may be required to submit a recent Access NI check(s) for our records. For further information please visit www.nidirect.gov.uk/accessni
Public Liability Insurance	As part of the terms and conditions of your hire, you may be required to submit a copy of your public liability insurance (If requested) which must carry a minimum liability threshold of £2million. All hires must refer to the Councils facility hire policy for further details.
Risk Assessments	As part of your block booking or special event you may be required to submit an activity risk assessment. For further information please visit www.hseni.gov.uk/articles/risk-assessment .
Coaching Qualifications	If tuition/instruction is given throughout the booking, you will be required to produce a recognised coaching qualification
Evacuation of Persons with Special Needs and/or a Disability	Please let us know if you, a member or members of your group have a disability or special needs which may affect your/their ability to evacuate the premises. This can be done by informing reception on your arrival.

Declaration		Please Tick as Appropriate	
		Yes	No
I have read the Councils facility hire policy and will ensure my group, club and organisation adhere to the terms and conditions of use set out in this policy.			
I have submitted a recent Child Protection Policy for my group, club, or organisation and completed the Child Protection declaration form as required.			
I have read and understand my safeguarding responsibilities and submitted a recent Access NI check(s) as required			
I have submitted a copy of my group, club or organisations Public Liability insurance as required.			
I have submitted coaching qualifications and risk assessments where required			
I have submitted an activity risk assessment			
I have submitted a Covid-19 risk assessment and appointed a Covid-19 Officer			
I acknowledge that this is merely an application for use and will not assume the facilities have been booked until I receive written confirmation.			
Name	Signature		
Address	Position within Organisation		
Email	Date		
Postcode	Contact Tel Number(s)	Day	Evening
Office Use Only			
Date Received		Received By	

Derry City and Strabane District Council
Facility Hire Terms and Conditions

1. Scope: These terms and conditions apply to the hire of the Council Facilities detailed in Schedule 3.
2. Exclusions: The hire of facilities will not be granted to:
 - a. A Hirer who fails to comply with any aspect of these Facility Hire Terms and Conditions.
 - b. Anyone under the age of 18 years. Proof of identity/ age may be required. (Exclusion not applicable to casual bookings in the Council's Leisure Facilities).
 - c. A Hirer who intends to use the Facility for an activity which is in breach of any legislation.
3. Purpose of Hire: All persons wishing to hire Council facilities are required to declare with distinctness the purpose for which they do so and they are not at liberty to assign or sublet any part or alter such purpose without Council's consent. If the Facility or any part thereof is used for purposes different from that which they are engaged, the Council reserves the right to adjust and/ or terminate the booking at any time without the Council being liable for costs incurred by the Hirer.
4. Additional Hiring: The Council reserves the right, when a part of a facility is hired, to accept an application to hire any other part in the same facility, notwithstanding that such hiring will necessitate the sharing of access through the corridors, stairs, grounds etc., of the facility.
5. Booking Period: All bookings made in respect of the facilities are limited to the time stated on the booking form. Hirers must ensure that the Facility is cleared before the expiry of the booking period otherwise additional fees will be incurred.
6. Closures & Reduced Hours: The Council reserves the right to restrict or prohibit use of its facilities after standard opening hours, on public holidays, during holiday periods and for essential maintenance, industrial action, election counts, staff training, adverse weather conditions or for health & safety reasons.

7. Transfer of Right of Use: The right of use of facilities or equipment granted to the Hirer is not transferable.
8. Cancellation. In the event of non-usage by the Hirer, the Council reserves the right to charge the Hirer a cancellation fee (equal to a minimum of 50% of the hire charge) where the following cancellation notice has not been provided:
 - a. 21 days for large scale events
 - b. 7 days for small scale events (i.e. less than half day duration);
 - c. With the exception of:
 - i. Sports Pitches: 48 hours for all bookings.
 - ii. Public Rooms in Strabane Library: 24 hours for all bookings.
 - iii. Leisure facility casual bookings: 24 hours for all bookings.
9. The Council reserves the right to cancel a booking at any time, provided that as much notice thereof as reasonably possible in the circumstances shall be given to the Hirer and that all direct charges paid by the Hirer are refunded by Council. The Council will not be liable in such an event for any consequential losses alleged to have been sustained by the Hirer as a result of cancellation by the Council.
10. Admission: The Council reserves:
 - a. The right through its Facility Manager, to refuse any person admission to, or to evict any person from the Council Facility.
 - b. The right of entry at all times to all persons authorised by the Facility Manager including emergency services personnel and police officers on duty, to every part of the Council Facility for the purpose of inspection and supervision, and assistance shall be given to them to ensure that these tasks are fully carried out.
 - c. Prevent the admission of dogs or other animals to an internal Council facility except guide dogs for the care of a person. The person exercising control of a guide dog shall comply with any instructions given by or on behalf of the Facility Manager. The

owner of any dogs attending a Council external facility must comply with all Dog Control Orders.

11. Pricing and Payment:

- a. Hire of Council facilities is priced as per the scale of charges for each Facility.
- b. The Facility reserves the right to amend charges for hire without notice.
- c. Council has the discretion to require advance payments from all or certain groups of Hirers; such as Hirers where any of the following apply: The Hirer is an individual; the group is not a frequent Hirer of Council facilities; where there has been issues with late payment and/ or outstanding debt incurred by the Hirer; or where the booking is for the hire of a Council sports pitch.
- d. Where a Hirer fails to pay outstanding hire charges, the Council will apply the debt collection procedure.

12. Indemnification:

- a. Council accepts no responsibility or liability for any claims submitted by any person using Council facilities, other than claims for accidents, loss or damage caused by an act or default of an officer or servant of the Council.
- b. Where the Hirer is a Statutory Body, a Commercial Organisation or a Constituted Group, they will be required to indemnify Council against any claim for, or in respect of accidents, injury, loss or damage sustained by any person or property on the premises during the time when the premises are let to the Hirer and against all costs, damages and expenses in connection with the same, other than accidents, loss or damage caused by an act or default of an officer or servant of the Council. The minimum required level of Public Liability insurance cover is £2 million; however Council has the option to request a higher level of cover where the level of risk warrants such. Written proof of Public Liability cover is necessary before a booking can be confirmed. Where any of the aforementioned groups do not have adequate Public Liability insurance cover, they must secure such cover before the booking can be confirmed. In addition, any third party group procured by the Hirer must also provide written proof of £2 million (minimum) Public Liability insurance cover.

- c. In the event of an incident, the Hirer must ensure that the affected individual(s) report the matter immediately to the Facility Manager or designated Duty Officer for recording on the Council's Incident Report Form.
 - d. The Hirer agrees to indemnify the Council against any claim or action arising from a breach of copyright which occurs during the period of hire.
 - e. The Council will accept no responsibility as regards loss or damage to the Hirers property while on the Facility.
13. Damage: A damage deposit may be required to be paid depending on the nature of the activity to be undertaken, to be held against the cost of repairing or replacing any damage or loss caused to the Facility or equipment therein, or consequent loss caused. If the cost of repair exceeds the value of the deposit, the Hirer will be liable to pay that amount. Where required, the damage deposit is payable 2 weeks prior to the event. Providing no damage has occurred during the event, a cheque for the value of the deposit will be forwarded to the Hirer in the week following the event.
14. Alterations. The Hirer shall not make any alterations to the Facility or fixtures or fittings without the prior written permission of the Facility Manager. The Hirer shall not remove any furniture or fittings in the premises and shall not use nails, screws, tacks, sellotape, or other fastenings to secure items to walls, floors, ceilings or furniture without permission from the Facility Manager. In respect to the Alley Arts & Conference Centre only; the Hirer shall not paint sets on the stage; all painting must be carried out prior to arrival of the set. All necessary final modifications should be carried out in the scene dock area before the set is erected on stage.
15. Conduct of Patrons: The Hirer shall be responsible for:
- a. The administration, organisation and running of the particular event(s) in respect of facilities hired. If the Council gives specific help under special arrangements, no responsibility will be accepted by the Council for the running of the event.
 - b. The conduct of all persons attending the event. In the event of any person(s) acting in a manner so as to cause annoyance or inconvenience to other person(s) in the building the Hirer will take steps which are reasonable to deal with the offender(s).

- c. Leaving the facilities used including toilets in good repair and all areas used should be left clean and tidy at the termination of any period of hire.

16. Storage: All belongings, equipment, advertising or materials that are the property of the Hirer must normally be removed by the end of the agreed hire period. Any arrangements for storage of such must be agreed with the Facility Manager in advance. Council will accept no responsibility for the safety, condition or security of any equipment, materials or belongings remaining in the Council facility during or outside the period of hire. All materials left behind will be disposed of within 24hours of the hire period.

17. Food and Beverages: Persons hiring the Facility shall not bring in or consume any food, beverages or alcohol which have not been purchased from the Council's catering franchise or onsite service provision, unless prior consent has been obtained from the Facility Manager. Where there is no on site provision, the Hirer must provide the necessary liquor licence at least 3 clear working days before the date of the hire. Where the Council facility has either a permanent or temporary liquor licence in place then the Hirer must comply with the requirements of the Licensing (Northern Ireland) Order 1996 ('the 1996 Order'). The Duty/ Facility Manager has the authority to refuse the serving of liquor where the Hirer or patrons do not abide by the legal requirements of Articles 44, 48, and 59 of the 1996 Order. Where liquor is being sold on Council facilities for any conference or event then the Hirer and patrons are not permitted to bring in their own alcoholic and non-alcoholic beverages for consumption on the premises.

18. Publicity, Promotion and Merchandising.
 - a. It is the responsibility of the Hirer to produce and distribute their own Marketing/ Promotional material and to obtain approval from the Facility Manager in advance with regard to the content, production and distribution of such with a view to preserving existing Council corporate identity and providing accurate information about the Facility and its activities. Marketing/ promotional material should not be used if the Facility Manager objects to such after stating his/ her reasons.

 - b. All correspondence, posters, publicity and advertising for the event must identify the organiser of the event, and should not give the impression that the event has been organised by the Council.

19. Notice of any Potentially Offensive Content

In respect to any events open to the public; the Hirer must inform the Facility Manager in advance of any material which might cause offence such as; political, religious, sexual, strong language, violence or nudity content. The Facility Manager will then decide on the need to alert audiences accordingly.

20. Fly Posting: It is the responsibility of the Hirer to ensure that all legislation pertaining to fly posting is adhered to; with particular reference to the Roads (NI) Order 1993 Part VII covering advertisements, pictures, signs etc. and the Provisions of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 Article 18.

21. Recording of Activities: No sound or visual recording is permitted in a Council facility without the prior consent of the Facility Manager. If such consent is given, the Council reserves the right through an appropriate Officer, to be a party to any negotiations on broadcasting and to the terms and conditions of any agreement reached and to share any income and publicity derived there from.

22. Reputation of Council: The Hirer agrees to manage the event so that nothing shall be done to injure the reputation of the Council or to contravene any legislation in any way and not to do or permit or suffer to be done any act or thing which might in any way invalidate any licence granted or any insurance effected in respect to the facility.

23. Copyright: The Hirer shall not use the Facility, or any part thereof, for the presentation of any musical or drama performance, or for the delivery in public of any meeting, seminar or training event in which copyright exists, without the consent of the owner of the said copyright. The Hirer shall be responsible for obtaining the licence or permission from the copyright owner and for payment of the appropriate fee to the copyright owner or copyright licensing agency.

24. Child Protection: Where Hirers are required to have a Child Protection Policy and their booking involves children under the age of 18 years and/ or vulnerable adults; they must submit a copy with their booking form and adhere to such. All other Hirers must comply with the Council's Policy/ Libraries NI Policy (as applicable) which are available at:

a. <http://www.derrystrabane.com/Council/Council-Business>

b. <http://www.ni-libraries.net/about-libraries-ni/policies-and-procedures/>

25. Electrical Appliances: No Council electrical or other appliance may be altered, removed or in any way interfered with or additional fittings or appliances installed in connection with any

event, without prior approval being obtained from the Facility Manager. All groups or individuals must ensure that any portable appliance which they bring on site meets the standards required by the Electricity at Work Regulations Northern Ireland 1991 – Maintaining Portable and Transportable Electrical Equipment. Appropriate PAT certificates must be presented to Council staff as part of the booking/ hiring process. Council may undertake random inspections of any portable equipment used by the Hirer in Council facilities to ensure compliance with these Regulations and take any action considered reasonable by Council in relation to any issues arising out of that inspection.

26. Fire, Health & Safety Regulations:

- a. Hirers shall comply in all respects with statutory requirements under Health and Safety legislation, the Council's/ Libraries NI (as applicable) Health and Safety Policy, Fire Regulations and Facility Fire Evacuation Procedures.
- b. Council reserves the right to request risk assessments, stewarding and security plans and/ or event management safety welfare plans for an event, or to inspect the actual site or equipment where appropriate. Council will not permit the use of facilities where there are any unaddressed health and safety concerns regarding the running of the event.
- c. Hirers will comply with and will not exceed the maximum numbers of persons permitted in the Facility and are obliged to ensure that all attendees are aware of the Facility evacuation procedures.
- d. The Hirer must report all incidents and accidents to a member of Council staff immediately that they take place.
- e. Smoking (including e cigarettes) is not permitted in any Council/ Libraries NI buildings. Those who wish to smoke may use the outdoor designated smoking areas if any are provided.
- f. The Hirer must ensure that set and/ or props have been constructed from flame retardant materials or materials that have been treated to be flame retardant.
- g. The Hirer is required to supply copies of governing body certificates for coaches, as required.

27. Entertainments Licence: The Hirer will ensure that the facilities are used in accordance with the conditions of the Council's/ Libraries NI (as applicable) Entertainments Licence and shall not permit the use of facilities by a greater number of persons than that permitted by the Entertainments Licence.
28. Applications to hold events on Council Land must be submitted to the relevant Council department or facility for consideration and approval and should comply with the requirements of the Safety Advisory Group.
29. Privacy Notice: The Council is a registered Data Protection Controller with the Information Commissioners Office. Personal data supplied will be treated lawfully and fairly and will be used solely for the purposes for which it has been requested. All information will be held securely and treated in accordance with the provisions of the Data Protection Act 1998.
30. Breach of Conditions: All regulations specified in these terms and conditions of hire are to be strictly adhered to and in the case of any breach the Facility Manager will enforce them at the expense of the Hirer.

Schedule 1: Regulations for the Hire of Outdoor Sports Pitches

1. Booking a pitch for Sports Activities.

- a. All Pitch bookings must be made via the Council's Booking Services:
 - i. Foyle Arena, Limavady Road, Derry, (028) 71 376 555
 - ii. Templemore Sports Complex, Buncrana Road, Derry: (028) 71 289 200
 - iii. Melvin Sports Centre, Melvin Road, Strabane: (028) 71 382 660
 - iv. Derg Valley Leisure Centre, Strabane Road, Castlederg: (028) 81 670 727
- b. When booking a pitch all clubs and teams should leave the name, address and telephone number of the team's secretary or manager. The following information is required; Day of play, League, Teams, Pitch allocation, Off time, Contact number (this information will be transferred to a weekly booking sheet).
- c. A letter of verification must accompany requests for block bookings from the league body.
- d. Block bookings will be accepted on the basis of a public call for teams affiliated to recognised league structures.
- e. A booking, including a block booking, will not be confirmed until payment has been received and the official booking form is completed. Only when payment is received will the league body be notified of allocated pitches. When payment is received a permit will be issued to the team and the permit number recorded on the booking sheet. The receptionist contacts the match attendant (groundsman) to confirm booking. The permit is submitted to the match attendant before the start of play.
- f. Teams must only play on the assigned pitch.
- g. Pitch hire will be for a maximum 2 hour period.
- h. A credit system will be operated in the event of a cancellation confirmed by the league or Council as a result of a pitch closure. The teams retain the permit and can reuse at a later date. The receptionists transfer the permit details.

- i. Teams who have been allocated a pitch and do not use the pitch for any reason, other than the game being called off by Technical Services Staff due to ground conditions, must pay a cancellation fee as detailed in the terms and conditions of hire.

2. No Play

- a. An unplayable ruling by the designated Council Official must be adhered to by all clubs. The league body will be advised of the Council decision in the case of intermediate, junior and youth fixtures. The club will however be responsible for verifying the position with the league body, referees and competing teams.
- b. The unplayable ruling by Council will be final and Council will accept no responsibility for any loss or injury resulting from unauthorised play.

3. Pitch Maintenance

- a. The cutting and marking of pitches to the relevant specification will only be provided if the pitch is ruled as being playable. Bookings must be received on or before Wednesday morning of each week to enable this service to be provided.
- b. Council undertake regular Facility inspections however it is the responsibility of the Hirer to carry out their own inspection prior to their use of the Facility to ensure that the pitch is in a safe condition. In the event of any defect being identified, the Hirer should cancel the match and notify the Council immediately.

4. Unauthorised Use

- a. Teams have an obligation to assist the Council in implementing their management function and are asked to respect any unplayable decision and to refrain from any unauthorised use.
- b. When unauthorised use occurs and Council Officials have verified the team's identity, temporary or permanent withdrawal of the facilities will be implemented. In the case of league teams, the relevant league body will be informed of this decision.

5. Changing Facilities

- a. Where changing accommodation is available on site, it must be used as part of the pitch booking.
- b. Clubs are asked to obey the site-specific rules at Leisure and Community Facilities.

6. Pitch Closure

- a. Co-operation with the Council on closure for essential maintenance will be expected. In the event of a pitch closure, a period of one month's notice will be issued to block bookings.
- b. The Council reserves the right to withdraw the Facility hired from the user if the designated Council Officer deems it necessary to do so. The Council will not be responsible for any loss to the Hirer arising from any such withdrawals.

Schedule 2: Firework Regulations

1. If the event is to consist of or include a Fireworks Display the event organisers must provide Council with a copy of the Fireworks Licence issued in respect of the event by the Secretary of State for Northern Ireland. Any conditions included in the Fireworks Licence must be fully complied with.
2. A copy of the licence must be forwarded to the Council at least 6 weeks prior to the event. A minimum of £5 million Public Liability insurance must be submitted to the Council, at least 6 weeks before the date of hire. It is the responsibility of the Hirer to forward confirmation of Public Liability insurance to Council. Without insurance confirmation, bookings will not be confirmed and will be cancelled without prior notice.
3. All recommendations made by the manufacturer of the fireworks are to be complied with in full.
4. All fireworks used are to be supplied by a reputable manufacturer and not modified by the Hirer.
5. The fireworks display and bonfires are to be sited so as to ensure the safety of any third party buildings or vehicles. The fireworks operator shall provide a health and safety plan accompanied with suitable and sufficient risk assessments. A layout plan of the display shall be provided prior to the event. All such plans must first be approved by Council before the event.
6. Spectators must be kept at least 25 metres up-wind from the display and/ or bonfire. All fireworks shall be secured to ensure that they cannot fall over by providing suitable racking and ballast. Suitable fallout distances shall be established and maintained relating to the type and size of fireworks and predicted weather conditions.
7. Clear signs must be displayed with barrier and stewarding arrangements in place which inform spectators where they can and cannot stand. Signs should also specify that spectators cannot bring or ignite their own fireworks.
8. There shall be adequate stewarding and security staff present to ensure the safety of staff and spectators. Stewards should wear fluorescent clothing for easy recognition and they must know exactly what to do in the event of an emergency. A suitable means of

communication between stewards and the firework operator must be available at all times during the display.

9. Qualified first aid personnel must be provided by the Hirer and there must be an available means of summoning emergency assistance.
10. At the end of the event, all spectators must be cleared from the Facility and all litter bins emptied. Fireworks must be extinguished and dead casings gathered and properly disposed of.

Schedule 3: Council Facilities

1. Civic Facilities, including:
 - a. Council Offices
 - b. Public Rooms in the Strabane Library; with the exception of the Civic Room. While Council administers the room bookings for the Civic Room, this room is owned by Libraries NI
 - c. The Harbour House

2. Visitor Attractions, Arts & Cultural Facilities, including:
 - a. The Alley Arts and Conference Centre
 - b. The Tower Museum
 - c. The Guildhall
 - d. The Harbour House

3. Leisure Facilities, including:
 - a. Derg Valley Leisure Centre
 - b. Melvin Sports Complex
 - c. Riversdale Leisure Centre
 - d. Foyle Arena
 - e. Brandywell Sports Centre
 - f. City Baths
 - g. Templemore Sports Complex
 - h. Brooke Park Leisure Centre
 - i. Lisnagelvin Bowling Greens
 - j. Brooke Park Bowling Greens

4. Football Pitches, including:
 - a. Artigarvan Pitch
 - b. Mitchell Park Pitches
 - c. Camus Pitch
 - d. Vaughan's Holm Pitches
 - e. Donemana Pitch
 - f. Glebe Pitch
 - g. Melvin Pitches
 - h. The Meadow Pitches
 - i. Brandywell Pitches

Derry City and Strabane District Council

- j. Oakland
- k. Templemore Pitches
- l. Leafair
- m. Clooney Pitches
- n. St. Columbs Pitches
- o. Prehen Pitches
- p. Lisnagelvin Pitches
- q. Clondermott
- r. Strathfoyle
- s. Lettershandoney
- t. Tullally
- u. St. Canices
- v. Caw/Kilfennan
- w. Faughanview Claudy
- x. Daisyfield Pitches
- y. Culmore

5. Community Based Facilities

6. Parks & Open Spaces

7. Car Parks

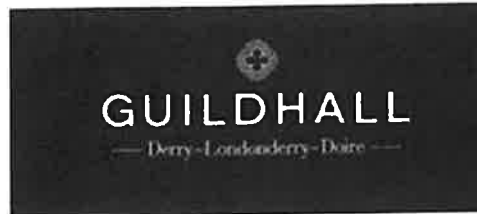


Price List for Guildhall Equipment Hire 2024

Portable PA System	£25.00	
Roving Mic	£15.00	x3 available
Headset	£15.00	x2 available
Vocal Mic and Stand	£15.00	x3 available.
Podium and Gooseneck Mic	£30.00	
Sound Mixing Desk (with TSA)	£100.00	
Extendable Stage	£250.00	

Small Stage Risers

(2mx1m) (Height from ground 400mm)	£25.00 each / £250.00 / full set x 16 available (10+6 free)	
LED Lighting (One Colour)	£TBC	
Lighting Truss and Desk (with TSA)	£75.00	
Sterile Truss Only	£25.00	
Large Extendable Stage	£250.00	
65" TV and Stand	£50.00	
LED Projector and Screen	£TBC	
Poseur Tables (& Linen)	£15.00	x9 Available
Poseur Tables without Linen	£10.00	x9 Available
Flip Charts & Paper & Markers	£10.00	x3 Available
Red Carpet	(Small) £25.00	(Large) £50.00
6ft Trestle Tables	£TBC	x23 available
4ft Trestle Tables	£TBC	x9 available
Conference Phone/Additional Speaker	£10.00	
Meetup- Logitech Conference Camera	£20.00	x 2 available
Easels	£10.00	x 3 available
Chair Covers	£2.00 each	x 50 available.
Wedding Décor		
- 2 x Martini Glasses Decorated	£10.00 set of 2	
- 2 x Fish Bowls Decorated	£10.00 set of 2	
- 2 x Lanterns Decorated	£10.00 set of 2	



Guildhall Street, Derry-Londonderry, Northern Ireland, BT48 6DQ

Guildhall Booking Form

Direct line for enquiries:
Telephone 028 71 376510
guildhall@derrystrabane.com

Please complete all relevant sections of this form and return to guildhall@derrystrabane.com

Contact Name of Person Booking Event		Date of application	
Name of Event:			
Organisation Name:			
Invoice Address including Postcode:			
Purchase order number if applicable:			
Registered charity number / proof of not for profit status if applicable			
Telephone:		Email:	

Room(s) Required:

Guildhall	Main Hall	Whittaker Suite	Green Room
Harbour House Second Floor	Boardroom	Colmcille Suite	Conference Deck
Harbour House Ground Floor	Anchor Suite	Quay Suite	The Cabin
Date of Event:		Estimated Number Delegates/Guests:	
Brief Description of Event:			

Event Running Time:	From:			To:	
Estimated Access / Setup / Take down Times:	Set Up	From:		To:	
	Take Down				
Room Layout: (please see overleaf for layout capacities)	Theatre		Boardroom	U Shape	Classroom
	Conference		Dining	Standing	Plan Enclosed
Please confirm if you require tables for your specified set-up.	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Please specify Numbers -----
	Table without linen		Table with linen @ £7.00 each		
Please let us know if you require any additional support.					
Catering and Refreshments					
Do you require Catering for your event?	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>We have a select list of 2 caterers that you can order your refreshments:</p> <ul style="list-style-type: none"> • The Sandwich Company: Tel: 028 71 878277 • The Whitehorse Hotel Tel: 028 71 860606 <p>Alternate catering providers are not permitted unless there is an exceptional circumstance and discussed in advance with the Guildhall Management Team.</p>				
Do you require tables for catering?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Please specify Numbers -----
			Table with linen @ £7.00 each		
Do you require the Guildhall to provide Tea/Coffee & Biscuits at £2.95 per person?	Yes <input type="checkbox"/> No <input type="checkbox"/>			Please specify Numbers -----	
Do you require the Guildhall to provide Jugs of Water at £2.00 each /Jugs of Cordial £2.50 each	Yes <input type="checkbox"/> No <input type="checkbox"/>		Water <input type="checkbox"/>	Cordial <input type="checkbox"/>	How many jugs do you require? -----
Do you require the Guildhall Bar?	Yes <input type="checkbox"/> No <input type="checkbox"/>			Orders for receptions Champagne/wine must be placed in advance.	

Hire of Equipment



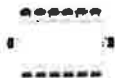
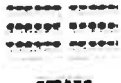



We recommend that you forward your presentations/slideshows to the Guildhall at least 1 day before the event, in the format in which to be shown, to ensure it works.

Audio Visual Requirements: (Please note no additional charge)	Data Projector	60" Portable Screen	Large Screen (Stage Main Hall)	Small Screen (Floor Main Hall)
Please select				

Hire of Equipment:

Please request Price List for Equipment Hire, if you require any other equipment for your event.

Room Set-Up Style

Theatre	Banquet	Boardroom	Classroom	U-shape	Cabaret	Square
						

Layout Options/Capacity Rooms in - Guildhall

Main Hall		Whittaker Suite		Green Room	
Theatre Style (No Stage Extension)	400	Theatre Style	60	Theatre Style	40
Theatre Style (With Stage Extension)	350	Classroom Style	20	Classroom Style	28
Lower Balcony	50	Boardroom Style	24	Boardroom Style	24
Upper Balcony (Seated only)	80	Dining Style 4 x round tables/10 chairs	40	Dining Style 3 x round tables/10 chairs	30
Cabaret / Conference Style 22 round tables/ 8 chairs	176	Cabaret/ Conference Style 4 x round tables/7 chairs	28	Cabaret/ Conference Style 3 x round tables/ 7 chairs	21
Dining Style	240	U Shape Style (Please state with or without chairs)	12	U Shape Style (Please state with or without chairs)	18
Standing	600	Standing	60	Standing	40

Layout Options/Capacity Rooms in Harbour House

Boardroom		Colmcille Suite		Conference Deck	
Boardroom Style	18	Theatre Style	12	Boardroom Style	12
Anchor Suite		Quay Suite		The Cabin	
Boardroom Style	10	Boardroom Style	10	Meeting Style	3

Guildhall / Pricing Schedule

Commercial Rates (inclusive of VAT)

Room	Full Day (8 hours)	Half Day (4 hours)
Main Hall	£850	£450
Whittaker Suite	£250	£150
Green Room	£120	£75
Harbour House - All rooms	£120	£75
Tower Museum Rooftop	£120	£75

Charity / Non-profit Rates (inclusive of VAT)

Room	Full Day (8 hours)	Half Day (4 hours)
Main Hall	£600	£300
Whittaker Suite	£150	£100
Green Room	£75	£50
Harbour House - All rooms	£75	£50
Tower Museum Rooftop	£75	£50

**£600 additional evening charge applies after Guildhall opening hours per 4hour session
(from 8pm Monday – Friday, from 6pm Saturday –Sunday)**

- That full payment must be received prior to the event date.
- Deposits are non-refundable and non-transferable

Signature:		Date:	
Name in Capitals:			

Signing this form indicates that you have read and agreed with our Terms and Conditions of Hire.

Please let us know if you would be happy to complete and return a feedback survey form.	Yes		No	
Please note that the Event Team will be privy to your details.				

Payment Details

Payment can be made via Cash/Card/Cheque/Bacs to below in advance.

1. Payment by credit/debit card to Derry City and Strabane District Council. 028 71 253253 Ext: 8300
2. Cheques to be made payable to and posted to Derry City and Strabane District Council, Finance Department, 98 Strand Road, Derry BT48 7NN (attach booking form with cheque).
3. Cash payable at Guildhall reception.
4. BACs payment – sales@derrystrabane.com 028 71 253253 Ext: 6617.

Bank Name & Branch:	DANSKE, 6 Shipquay Place, Derry, BT48 6DF. Head Office: PO Box 183, Donegall Square North, Belfast.
Bank Account Number:	40026018
Bank Sort Code:	950797
IBAN:	GB54DABA95079740026018
SWIFT/BIC:	DABAGB2B
Account Name:	DERRY & STRABANE C

Remittance to sales@derrystrabane.com quoting customer no, invoice no or service description.

Booking Reference:	
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FOR OFFICE USE ONLY

Price Quoted:	£	Event Team:	
Breakdown of Quote:	Hire of Venue: £	Additional Tea/Coffee Costs £	
Additional Hiring Costs:	£		
Total Cost:	£		

Please note that permission to access Guildhall Square must be made through Patricia Beattie at Patricia.Beattie@infrastructure-ni.gov.uk Tel: 028 71 321652

Terms & Conditions of Hire

<p>Bookings Process</p>	<ul style="list-style-type: none"> • The receipt of a booking form does not constitute an acceptance of the booking by the Council. The facilities shall not be deemed to be hired until the hirer has received confirmation of the booking in writing either by post or email to be received within 7 working days of enquiry. • The Council reserves the right, when a part of a facility is hired to accept an application to hire any other part of the same facility, notwithstanding that such hiring will necessitate the sharing of access through corridors, stairs, ground etc. of the facility.
<p>Conditions of Hire</p>	<p>The hirer agrees:</p> <ul style="list-style-type: none"> • That the facilities will only be used for the relevant event and for no other purpose and the hirer is not permitted to sub-let the premises or any part thereof. • That full payment must be received prior to the event date. • Deposits are non-refundable and non-transferable • That the relevant event will be conducted in a safe and responsible manner and in accordance with all relevant health and safety and fire regulations and requirements; • That the facilities will be vacated immediately at the end of the hire period and that all property of persons attending the relevant event shall be removed. The Council may remove and dispose of any items left by the hirer without prior agreement. • The Council reserves the sole right to place advertisements in any part of the premises and keep them in position during my letting. • A Hirer shall not install or permit or suffer to be installed, any additional lighting in any part of the facility hired without the prior approval of the Visitor Services Officer. • No booking of a controversial or political nature will be permitted unless expressly sanctioned by the Council. • All correspondence posters, publicity and advertising for the event must identify by whom the event is organised and should not give the impression that the event has been organised by the Council. • The Hirer agrees to manage the event so that nothing shall be done to injure the reputation of the Council or contravene any legislation in any way and not to do or permit or suffer to be done any act or thing which in any way imperil any licence granted or any insurance effected in respect of the facility. • In cases where the hire may involve children or adults at risk/in need of protection, the Hirer should have in place a relevant safeguarding policy, which the Council may request sight of. If the Hirer does not have a relevant safeguarding policy, they must, as a minimum requirement, adhere to Derry City and Strabane District Council's safeguarding policy and procedures www.derrystrabane.com/safeguarding. • The Hirer must ensure that all of their relevant staff/volunteers have attended safeguarding training, undertaken the necessary Access NI checks and will provide the appropriate ratio of staff/volunteer supervision. • Hirers must seek and receive consent from parents/guardians for any photographs and filming of children who will be involved in the event, and must be able to confirm that they are satisfied that photographers/film crew have undergone appropriate checks and are suitable to work with children and young people in accordance with safeguarding requirements. • If when hiring our facility, you plan to conduct performances involving children performing to the public please ensure that you have obtained the relevant performance licence in advance of the performance. To check if this condition may apply to you while hiring our venue, please contact: ceet@eani.org.uk. Further information: https://www.eani.org.uk/services/child-employment-children-in-entertainment-and-chaperone-applications • Hirers shall comply with maximum numbers and are obliged to ensure that all attendees are aware of the facility evacuation procedures. • Smoking is not permitted in any of the Council buildings. Those who wish to smoke may use the outdoor designated smoking areas provided.

	<ul style="list-style-type: none"> No collecting, games of chance, sweepstakes or lotteries nor any betting may be conducted on Council facilities without prior consent of the Visitor Services Manager. The Council reserves the right by notice to the Hirer to terminate the Agreement at any time. On the termination of the Agreement under this condition the Council shall return to the Hirer any monies paid but shall not be under any liability to the Hirer for any loss or damage he may sustain arising out of such termination. The Council reserve the right to employ extra security staff if in the Council's reasonable opinion, it feels it is necessary for the event. This will be decided after carrying out a risk assessment and in these circumstances the cost will be borne by the hirer.
Liability for Damage	<ul style="list-style-type: none"> The Council accept no responsibility for any theft, loss or damage to any property of the Hirer or any of their guests. The hirer shall repay to the Council the cost of reinstating or replacing any part of the facility which shall be damaged, destroyed, stolen or removed during the period of hire. It is the responsibility of the Hirer at the commencement of hiring to jointly inspect and agree the condition of the part of the facility to be hired with the team lead on duty. The hirer shall not fix any adhesives or fixtures to the walls, woodwork or any other part of the facility without the permission of the team lead. The Council reserves the right to cancel any hiring if it appears to the Council that the Hirer intends to use the premises for any purpose other than the purpose specified in the Form of Application. The Council accepts no responsibility or liability for any claims submitted by any person using Council facilities, other than claims for accidents, loss or damage caused by act or default of any officer or servant of Derry City and Strabane District Council. In the event of an accident the hirer must ensure the affected individual(s) report the matter immediately to the team lead for recording on the Council's Incident Form.
Cancellation	<ul style="list-style-type: none"> The Council reserves the right to cancel a booking at any time, provided that as much notice thereof as reasonably possible shall be given to the hirer and that all charges paid are refunded. The Council will not be liable in such an event for any inconsequential losses alleged to have been suffered by the hirer as a result of the cancellation.
Electricals & Fire	<ul style="list-style-type: none"> All electrical equipment that is brought in for use during an event must be PAT Certified. No open flames allowed on the premises.
Disputes	Any disputes on the use of the facilities or equipment shall be referred to the Council's Visitor Services Manager whose decision shall be final.
	Data Protection Act 2018 - The information you have provided will only be used to process your application and will not be passed to any other organisation. For further information on your Data Protection rights please see our Privacy Policy at the following link: http://www.derrystrabane.com/Footer/Privacy-Policy

All regulations specified in these conditions of hire are to be strictly adhered to and in the case of any breach the Visitor Services Manager reserves the right of enforcement at the expense of the hirer.

Guildhall & Harbour House Meeting Space 2025

Guildhall Options	Theatre Style	Banquet Style	Cabaret Style	Boardroom	Classroom	Hire Costs		Non Profit
						Full Day	Half Day	
Main Hall	400 Main Floor plus 80 upper balcony	275	240	30	n/a	£850.00	£450.00	Non Profit
Whittaker Suite	65	40	32	20	20	£250.00	£150.00	Non Profit
Ceremonial Room	28	20	18	8	8	£250.00	£150.00	Non Profit
Green Room	40	30	24	24	18	£120.00	£75.00	Non Profit
						£75.00	£50.00	Non Profit
Harbour House Options	Theatre Style	Banquet Style	Cabaret Style	Boardroom	Classroom	Hire Costs		Non Profit
						Full Day	Half Day	
HH Boardroom	18	18	18	18	n/a	£120.00	£75.00	Non Profit
HH Quays Suite	8	8	7	8	n/a	£120.00	£75.00	Non Profit
HH Anchor Suite	10	10	9	10	n/a	£120.00	£75.00	Non Profit
HH Conference Deck	10	10	9	10	n/a	£120.00	£75.00	Non Profit
HH Colmille Suite	6	6	5	6	n/a	£120.00	£75.00	Non Profit
						£75.00	£50.00	Non Profit

Appendix B Schedule of Charges 2024-25

Correct as of 16-6-25

Swimming Pool Admission	Concession/Off Peak	Peak
Pay & Play Adult Swim	£1.90	£2.50
Pay & Play Child Swim (5-17yrs)	£1.45	£1.90
Pay & Play Concession Swim (Under 5yrs or Over 65yrs)	Free	Free
Pool Inflatable	£3.50	
Health Suite Admission (Sauna and/or Steam Room, & Swim if applicable)	Concession/Off Peak	Peak
Pay & Play Adult Health Suite	£3.00	£4.00
Pay & Play Health Suite as Additional Activity	Plus £1.50	Plus £2.00
Pay & Play Concession Health Suite (Over 65yrs only)	Free	Free
Cryospa Individual Rate	£5.00 members/£6.00 non members	
Cryospa Group Rate (up to 20)	£60 per hour	

Fitness Suite Admission	Concession	Peak
Pay & Play Adult Induction	£7.50	£10.00
Induction with DD or Advanced Payment	Free	Free
Pay & Play Adult Session	£3.75	£5.00
Pay & Play Concession (Under 18s & Over 65yrs)	£3.75	£3.75
Climbing Wall Admission	Off Peak	Peak
Child Rate (4hrs usage)	£3.75	£5.00
Adult Rate (4hrs usage)	£3.75	£5.00
Bouldering Induction	£20.00	
Child Day Pass	£7.50	
Adult Day Pass	£10.00	
Climbing Wall Taster Class (1 hour, minimum 6 max 12)	£5.00	
Group Charge (includes instructor for 60mins)	£45 max 9 participants	
Climbing Wall Competition (Daily Rate)	£300	
Health Suite, Fitness Suite & Swimming Pay & Play Vouchers		
Voucher Payment Options (per designated activity)	Based on 10 Session for price of 8	

Standard Memberships & Advanced Payments (Swim, Health Suite & Fitness Suite, excludes classes).	Concession	Non Concession
Monthly Direct Debit	£18.75	£25.00
1 Month Advanced Payment	£22.00	£29.50
3 Month Advanced Payment	£60.00	£80.00
6 Month Advanced Payment	£112.50	£150.00
12 Month Advanced Payment	£202.50	£270.00
All Inclusive Memberships & Advanced Payments (Swim, Health Suite & Fitness Suite, Includes classes at Derg Valley LC, Foyle Arena & Riversdale LC & Climbing Wall).	Concession	Non Concession
Monthly Direct Debit	£22.50	£29.95
1 Month Advanced Payment	£26.25	£35.00
12 Month Advanced Payment	£270.00	£330.00
Monthly DD Corporate Memberships: Discount on Monthly DD 10-20 = -10%, 21-50 = -15%, 51+ = -20%	Dependant on Membership Type Taken	
Household Memberships (See appendix E for full T&C of membership)	Price (Due to the subsidised rate in place, there is no concessionary option)	
Household Membership £65.00 2 Adults, up to maximum of 3 Children (all children <u>must</u> be 12yrs old and younger)	£65.00	
Household Membership £75.00 2 Adults, up to maximum of 3 Children (0-17yrs) i.e. if <u>any</u> child is 13yrs old and over the £75 fee will apply as children aged 13yrs and older can avail of the EBA teen fit classes.	£75.00	
Bolt On for each additional child T&C's outlined above continue to apply	£10 per child	
Bowling Membership	Concession	Full Price
Annual Membership	£17.75	£35.50

Activity - Court/Table Hire (Per Hour)	Concession/Off Peak	Peak
All Courts/Table Hire (Badminton, Squash, Tennis, Table Tennis etc, bowling Rink – where available)	£4.10	£5.50
Tennis Court Club Match Price (Upto 2hrs per court)	£4.10	
Lights for tennis match per hour	£5.00	
Activity - Sports Hall Hire (Per Hour based on 4 court sports hall, All other courts pro rata)	Concession/Off Peak	Peak
Four Court Sports Hall (Foyle Arena, Melvin SC, Templemore SC, Bishops Field)	£28.50	£38.00
Junior Four Court Sports Hall (Foyle Arena, Melvin SC, Templemore SC, Bishops Field) N.B. Block Bookers Only at Peak Times (min 10 consecutive weeks)	£19.00	£28.50
Three Court Sports Hall (Brooke Park, Derg Valley LC, Riversdale LC)	£18.00	£24.00

Junior Three Court Sports Hall (Brooke Park, Derg Valley LC, Riversdale LC) N.B Block Bookers Only at Peak Times	£13.50	£18.00
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Activity – 3G Pitch (Per Hour Non Match Prices)	Concession/Off Peak (Per Hour)	Peak (Per Hour)
Gaelic Pitch (Subject to availability)	£37.50	£50.00
Rugby Pitch (Subject to availability)	£37.50	£50.00
FoyleArena, MelvinSC, BishopsField,Brandywell 3GPitch(Full Pitch)	£33.75	£45.00
FoyleArena,MelvinSC,BishopsField 3G,BrandywellPitch (Half Pitch)	£18.75	£25.00
FoyleArena,MelvinSC,BishopsField 3G,BrandywellPitchJunior Club (Full Pitch, Block Booking Only)	£22.50	£33.75
Foyle Arena, Melvin SC, Bishops Field 3G, Brandywell Pitch Junior Club (Half Pitch, Block Booking Only)	£12.50	£18.75
Lights - 1/2 Pitch	£5.00	
Lights – Full Pitch (Football)	£10.00	
Lights – Full Pitch (Rugby/Gaelic)	£15.00	
Brooke Park 3G & Caw 3G Pitches	Off Peak	Peak
Full Pitch Casual Price	£26.25	£35.00
Two Thirds of Pitch Casual Price	£22.50	£30.00
One Third of Pitch Casual Price	£11.25	£15.00
FullPitch (JuniorClubBlockBookingOnly)	£21.00	£24.50
Two Thirds (Junior Club Block Booking Only)	£18.00	£21.00
OneThird(JuniorClubBlockBookingOnly)	£9.00	£10.50
Lights – one third	£2.00	
Lights – two thirds	£4.00	
Lights – Full Pitch	£6.00	
MUGA (Melvin SC & Foyle Arena)	Off Peak	Peak
MUGA Adults (Melvin and Foyle Arena)	£15.00	£20.00
MUGA Under 18/Junior (Melvin Only)	Free	N/A
Lights	£5.00	
Dog Track		
Dog Track Trial Hire	£35.00	
Dog Track Hire Match Night (From 5pm, inclusive of preparation & decanting the premises and full access to kennels & lights)	£110.00	

Activity – Grass & 3G Match Prices(2hrs) unless otherwise stated (3G Pitches are subject to availability, restricted booking criteria applies through weekly pitch allocation system, no training to take place)	Without Changing (Where changing rooms are unavailable)	With Changing
Junior Match (Football)	£14.00	£17.00
Senior Match (Football)	£28.00	£34.00
Junior Gaelic/Rugby Match	£24.00	£27.00
Senior Gaelic/Rugby Match	£38.00	£44.00

Classes – Per Session (Based on 45mins classes)	Off Peak & Peak Not Applicable
Pay & Play Classes (Aerobics, Masters, Spinning, Circuits etc)	£4.00
Voucher Payment Option for Classes	10 classes for the price of 8

Courses with Educational Progression - Payment Per Block	OP & P Not Applicable
Swimming Courses	£4.50 per session (30mins – 45mins per session)
All Other Courses (e.g. Pilates, Yoga)	£4.50 per session (45mins – 60mins per session. Any sessions over and above this e.g. 90mins costs will be pro-rated)
Private Swimming Tuition (1 to 1)	£20.00 per session
Private Swimming Tuition (2 to 1)	£30.00 per session
Courses with a Qualification - Payment Per Block	OP & P Not Applicable
National Pool Lifeguard Qualification (6 Days includes exam fees)	£250.00
NPLQ Refresher (3 Days Includes exam Fees and materials)	£150.00
Rookie Lifeguard Award (8 weeks, 1 hour and 30 minute sessions)	£54.00
Survive & Save Awards (10 weeks excludes exam fees, exam fees are optional)	£50.00 per course
NICAS Climbing Courses	£90 includes exam fees and materials
NICAS Kids Course (course length varies)	£6.75 per person per session
Learn to Lead (min 6 max 12)	£36.00 + fees and materials

SchoolSwimming(InclusiveofPoolHire&InstructorCosts)	Price per Session
Minimum of 20 children up to 35 children	£1.50 per child/30 min session
Over 35 children	£1.50 per child/30 min session plus an additional instructor cost of £13.00 per session.
Activity-PoolHire(PerHourbasedon25mx6lanepool)	OP & P Not Applicable
Pool Competition Exclusive Use Hire (E.g. Gala)	£60.00
School/Club Hire	£35.00
Toddler Pool RLC, Foyle Arena and TSC	£17.50
Learner Pool City Baths	£20.00
Activity - Non Commercial Room Hire (Per Hour)	OP & P Not Applicable
Small Room	£8.00
Large Rooms	£12.00
Studio Rooms	£15.00
Activity - Birthday Parties/Soft Play	OP & P Not Applicable
Birthday Party Packages	See centre pricelist
Pay & Play Indoor Play Area	£2.50
Mini Movers Sessions	£1.50

Activity - General Prices	OP & P Not Applicable
Shower	£1.50
Single Track Use	£1.50 (per hour)
Racket Hire	£1.50
Climbing Wall Equipment Hire	£3.50
Group Track Price (Templemore SC & Melvin SC)	£17.00
Track Lights	£5.00

Sports Development	OP & P Not Applicable
Schools Out Reach Coaching	£2.00 per child
Return to Sport, EBA & After Schools Club	£2.00
Staff Costs	Price
Out of Hours Key holder or additional staffing requirement	£25.00 per hour
Out of Hours Attendant or additional staffing requirement	£18.00 per hour
Out of Hours Keyholder/Attendant	X 1.5@ weekends
Coaching Costs	£25 per hour

Event Pricing (Please refer to Facility Hire Policy. Please note submission of appropriate documentation including insurance, risk assessments must be submitted as part of the booking application, no events should be advertised until confirmation of booking has been received)	Price
Outdoor Grass Pitch Hire & Car Parks Only - community Events (Non Income Generating) Excludes any additionalities as outlined in appendix B, option 4 of commercial facility hire	£50 (up to 1 full grass pitch) per half day (4 hours)
Outdoor Grass Pitch Hire & Car Parks Only - community Events (Non Income Generating) Excludes any additionalities as outlined in appendix B, option 4 of commercial facility hire	£100 (up to 1 full pitch) per day (8 hours+)
Outdoor Grass Pitch Hire & Car Parks Only - community Events (Income Generating) Excludes any additionalities as outlined in appendix B, option 4 of commercial facility hire	£100 (up to 1 full grass pitch) per half day (4 hours)
Outdoor Grass Pitch Hire & Car Parks Only - community Events (Income Generating) Excludes any additionalities as outlined in appendix B, option 4 of commercial facility hire	£200 (up to 1 full pitch) per day (8 hours+)
Bleacher Seating (In addition to facility hire)	£50.00 per bank
Commercial Event Prices – see appendix B option four of facility hire Excludes any additionalities as outlined in appendix B, option 4 of commercial facility hire	

Brandywell Stadium Hire (One off Events)	Price
3G Pitch Hire	As per 3G pitches pricing schedule
Lights	As per 3G pitches pricing schedule
Function Room	£12 per hour
Control Room, Physio Room, First Aid Room, Drug Control Room, Stewards Room	£8 per hour
Stand Hire under 200 spectators	Included in pitch hire costs
Stand Hire over 200 spectators Access control system must be used for over 200 spectators	£100 plus 10p per spectator over 1,000 people
Staff Costs	As per Staff Costs Schedule

Commercial Facility Hire

Definition for Commercial/Non Commercial Organisations

There are a range of variables and differing definitions for Commercial and Non-Commercial organisations and therefore for the purposes of the Leisure and Sports Services Pricing Policy the following definitions and criteria will be applied in order to establish the appropriate definition of a group or organisations.

Non-Commercial Organisations - can be part of the public sector, the community and voluntary sector or the charitable sector who aim to provide products and services to the community however they will not make a profit.

Non-Commercial Criteria

Although the above definition seems clear, there are some groups, organisations and initiatives that could define themselves as Non-Commercial however operate with the intentions of making a profit and therefore a criteria needs be established to ensure adherence to the definition.

To determine any eligibility issues as a Non-Commercial organisation, if required the following documentation should be requested as proof of this:

1. Charitable Organisation Numbers.
2. Vat Registration Numbers.
3. Any membership fee information.
4. Copy of most recent AGM minutes and Committee members.
5. Copy of most recent audited accounts.
6. Any affiliations to relevant governing body.
7. Previous facilities hire information.

In the instance that a group can prove they meet the non-commercial criteria as required, they may then be eligible for Non-Commercial rates within Council leisure facilities and however any final decisions will be subject to Head of Service approval.

Groups or organisations that cannot prove their eligibility for Non Commercial rates based on the above criteria will then be considered Commercial and the following Commercial rate options will apply.

Commercial Option 1: Start-Up Period Price Option:

The **Start - Up Period Price Option** is for commercial ventures that want to hire Council Leisure Facilities however they are unsure of the long term viability of the venture. To help commercial providers manage their 'start up risk', the Start-up price option of the Non Commercial rate for the activity area can be applied for a maximum of four weeks or 10 sessions (whichever is reached first) subject to the following:

Option 1 Terms and Conditions

1. There is no detriment to the centres internal programme
2. It is the first time the venture has been tried in the facility.
3. If 30% of the total income for the session would result in more than double (200%) of the Non Commercial rate of the facility hire charge for that area, then option 2 or 3 of the Commercial Facility Hire options must be applied.
4. The venture must be intended for long term use/hire of facilities, i.e. short term ventures such as 6 week boot camps will not be eligible for this option.
5. The venture must be a weekly initiative with 'irregular' and/or 'one off' Special Events **not eligible** for this option.

Commercial Option 2: Commercial Flat Rate

The **Commercial Flat Rate** is determined as The Non Commercial Rate x 3 (300%) for the designated activity area per hour and can be applied subject to the following:

Option 2 Terms and Conditions

1. There is no detriment to the centres internal programme
2. If 50% of the total income received for the session would result in being more than triple (300%) of the Non Commercial rate of the facility hire charge for that area, then option 3 of the Commercial must be applied.
3. The venture must be a weekly initiative with 'irregular' and/or 'one off' Special Events not eligible for this option.

Option 3: Council and Commercial Income Share Agreement

A Council and Commercial Income Share Agreement is applied when option 1 and 2 can no longer be applied in accordance with their conditions or when option 1 or 2 are not viable for the Commercial provider or Council and will be subject to the following terms and conditions: Option 3 Terms and Conditions

1. There is no detriment to the centres internal programme
2. Income share arrangements allow Council to apply a flexible and affordable alternative to the Commercial Flat Rate (300% of non-commercial rate), whilst at the same time ensuring the minimum Non Commercial fee for the activity area is achieved.
3. In addition to this, income share arrangements also allow the Council to apply a reasonable commercial rate for ventures with extremely high levels of participation and income.
4. As part of Income Share Arrangements, the Commercial provider enters into an income sharing agreement with the Council with the total income received per session split between the Council and Commercial provider depending on number of participants as per table 1 below.
5. The income sharing arrangement will be determined by the number of individuals attending per session and the casual payment price for attending the session. It does not matter if the Commercial provider offers a range of payment options that allows discount for advanced cash payments or block prices, the per head casual payment price still applies due to the below table giving a participant range as opposed to an exact per head income share.
6. Where the Council income is less than the Non Commercial Facility Hire Rate per hour for the activity area, the non-commercial rate will be applied.
7. Under the income share option, no facility hire charge will be applied.

Table 1: Income Share Agreements

Number of Participants	Council v Commercial Income Share		Example
	Council	Commercial Provider	
0 - 20	20%	80%	40 participants paying £3.00 per head. 40x3=£120 total income <ul style="list-style-type: none"> • 40:60 Income Ratio Applies • Council Receive £40.00 • Commercial Provider Receives £80.00
21 - 35	30%	70%	
36 - 50	40%	60%	
51 - 70	50%	50%	
71 +	By negotiation and subject to approval by the Head of Service		

Option 4: Commercial Special Event Price

A Commercial Special Event Price will be subject to a number of variables depending on the nature of the event. As a result the Operations Manager will be required to gather as much information as possible about the event in order to give an accurate price for the event.

These variables may include:

1. Multiple Facility/Area Hire requirements including load in and load out/setup and take down requirements.
2. Any additional staffing costs for out of hours staffing, additional staff hours for event preparations, event supervision, event cleanup, employee administration time or security.
3. Any potential loss of earnings as a result of the event must also be considered.
1. Equipment hire and additional equipment hire if required.
2. Storage costs if applicable, any licensing costs if applicable
3. Any additional advertising or marketing costs.
4. Any maintenance or Health and safety work that may be required to ensure the facility is fit for purpose for the event.
5. Any additional insurances that may be required for the event.
6. Any damage or deposits for the facility.
7. Application of commercial rates including an assessment of the potential income for the event and income share options. Other event costs
8. Other event costs

As a result of the above it is impossible to take a 'One Size Fits All' approach to Commercial Special Event Pricing and therefore it is recommended that Operations Managers take all of the above into account and seek approval from the Head of Service for Event prices on a case by case basis.

