

Request for issue of Licence

A. Name of School: _____

Roll No.: _____

Address of School: _____

Telephone No. of School: _____

Email Address of School: _____

Parish: _____

School Year: _____

Name of Principal: _____

Contact No. of Principal: _____

Name of Chair of Board of Management: _____

Contact No. of Chair of Board of Management: _____

B. Name of Independent Contractor: _____

Address of Independent Contractor: _____

Telephone No. of Independent Contractor: _____

Email Address of Independent Contractor: _____

C. Proposed Activity: _____

Proposed Licensed Area: (specify area/rooms to be used) _____

Will access to any other part of the school be required (e.g. toilets etc.) _____

Licence Period: 1st September - 30th June _____

Proposed Days and Times: _____

If Children are involved:

(i) Limit of number of children allowed to take part (as per insurance policy): _____

(ii) Minimum age of children allowed to take part (as per insurance policy): _____

D. The Licence Fee of € _____ (per hour/per week/per month) is to be paid for the use of the Licensed area by the Licensee to the Board of Management on behalf of the Trustees of the Parish.

E. I, _____, Principal, hereby confirm:

A. Insurance

1. (a) The Independent Contractor has **Public Liability Insurance** YES
The Insurance Company/Broker is _____ (Insurance Broker/Company).
(b) The limit of the indemnity under the said insurance policy is
€ _____ (minimum €6,500,000.00).
2. (a) The Independent Contractor has employees. YES NO
(b) The Independent Contractor has **Employer's Liability Insurance**. YES NO
Please note that "NO" may only be selected in the event that the Independent Contractor does not have Employees.
(c) The limit of the indemnity under the **Employers Liability Insurance** policy is:
€ _____ (minimum €13,000,000.00).
3. The independent contractor has confirmed in writing that the insurance cover under the policy/policies extends to cover the activities being undertaken (including vicarious liability of employees). YES
4. **The Independent Contractor's Insurance Broker/Company has confirmed in writing that the insurance policy provides an indemnity to the Board of Management, the Patron and the Trustees of the Parish/ Diocese (written confirmation enclosed).** YES
5. A copy of the schedule to the insurance policy/policies has been furnished to me by the Independent Contractor (and a copy of this schedule is enclosed). YES

B. Garda Vetting

6. I have reviewed the Garda Vetting letter(s) received by the Independent Contractor and any/all employees and no issues arise. YES

C. Accommodation

7. The room(s) to be used by the independent contractor is/are surplus to requirements for the current School year. YES

D. Participants

8. The participants in the proposed activity are: Adults Children

E. Form to be signed by Independent Contractor

9. The Independent Contractor has signed the agreed Form 1 ("*Form to be Signed by Independent Contractor and submitted to the Board*"). YES

F. Form to be signed by Parent/Guardian (Form 2) (If Participants are under 18 years)

10. The Independent Contractor has confirmed that the agreed Form 2 ("*Form to be Signed by Parent/Guardian*") will be completed and signed by the Parent/Guardian of all participants in the proposed activity. YES NO
Please note that "NO" may only be selected in the event that none of the participants is under the age of 18

G. Letter to Parish Priest advising of Licence Application

11. I have advised the Parish Priest in writing of the proposed licence for the current school year and the Parish Priest has confirmed that he has no objection to the granting of the licence. YES

H. Wording for Website

12. The school will incorporate the recommended wording into any reference to any activities in the school on its website. YES
13. The Independent Contractor has confirmed that he/she/it will incorporate the proposed recommended wording into any reference to any activities in the school on the website. YES

I. Administration Fee - (Cheque made payable to Bishop of Cloyne Charities)

14. The administration fee of €50 has been received and is enclosed herewith. YES

J. Key Deposit

15. A key deposit of €_____ has been received from the Independent Contractor (if applicable) YES NO

K. Caretaking Arrangements

16. Caretaking arrangements have been agreed between the School and the Independent Contractor for the current School year. YES

I enclose herewith the following documentation:

- (1) Form 1 signed by the Independent Contractor (Original signature required and three pages to be returned)**
- (2) Copy relevant Insurance Policy/Policies Schedule**
- (3) Copy Letter confirming Indemnity from Insurance Broker/Company to the Board of Management, the Patron and the Trustees of the Parish/ Diocese**
- (4) Copy Letter to Parish Priest advising of proposed licence application**
- (5) Administration Fee of €50 - (payable to Bishop of Cloyne Charities)**

Please issue Licence in duplicate for execution by the Licensee. I confirm that the Licence in duplicate will then be returned to the Cloyne Diocesan Centre for execution on behalf of the Trustees of the Parish/Diocese.

Signed: _____
Principal

Dated: _____

I confirm that the Board of Management has approved the above request for the issue of a licence.

Signed: _____
Chair of the Board of Management

Dated: _____