

**TERMS AND CONDITIONS OF OPEN SPACE PERMIT
RECREATION & AMENITY**

- i. You must complete application form at least 4 weeks prior to event date.
- ii. Your organisation may have to comply with some or all of the following conditions.
 - i. Insurance**
 - i.** Your organisation must have Public Liability Insurance (6.5million Euro) to include a specific indemnity in the name of **Galway City Council**.
 - ii.** If you are employing any person(s) to accommodate event you must have Employers Liability Insurance (13.0million Euro) to include a specific indemnity in the name of **Galway City Council**. (In both Conditions No. 1 & 2, policy must include Irish Law Jurisdiction clause and include Irish Territorial limits.)
 - ii. Liability (Bond/Deposit)**
 - i. Your organisation must undertake to keep Galway City Council, indemnified against any writ, claim, proceedings, damages, expenses, arising from the permit.
 - ii.** A **Bond/Deposit** will be required to be Paid 14 days in advance. (Please see scale of charges).
 - iii. Your organisation must undertake to accept liability for re-instatement costs in the event of damage, over and above the Bond/Deposit figure.
 - iii. Risk Assessment/Fire Safety**
 - i. Some events will require the supply of an organisational Method Statement and Risk Assessment.
 - ii. Your organisation must undertake to comply with the fire precautions of the Chief Fire Officer in relation to tents used as Places of Public Resort.
 - iv. Rental Site Fee**
 - i. The rental site fee (see charges) must be paid 14 days in advance of proposed event.
 - v. Signs/Posters**
 - i. No advertising bills/notices to be posted on Electricity or Telegraph pole, traffic sign or pole, bridge or pillar box, perimeter walls or fences, within the Galway City Council area.
 - ii. Temporary directional signs must be agreed with City Council Engineers (Parks), as to type, method of fixing and location, they must be removed within 7 days from date of final performance.
 - vi. Parking/Litter Control/Liaising with Galway City Council Departments**
 - i. You must liaise with the Parks Department Area Supervisor, in relation to on-site activity, complying with any limitations stated thereon, at least 7 days in advance.
 - ii. You must contact this office a minimum of 24 hours prior to you taking up occupation of the site, so as to advise of your time of arrival and liaise with the City Council Engineer in charge of Parks and Community Warden Service Supervisor (091- 536-517).
 - iii. You must further confirm that the event is to be located on the site, as specified by the Area Supervisor, having been agreed with the Parks Engineer.
 - iv. Arrangement for vehicle parking, is to be agreed with City Council Engineer (Parks) (091-536-505)
 - v. The organisers must ensure that agreed Litter Control Procedures, through Senior Executive Engineer (Environment) (091 – 536-595), are confirmed and in place, (Litter Management Act, 1997).