



DfC

Department  
for Communities  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

## Bellaghy Bawn Room Booking

# Application

Please ensure this application is submitted at least **15 working days before** the requested activity date.

**All late applications are subject to the following administrative charges in addition to other relevant cost:**

- Applications submitted 14 to 10 working days before the activity date will incur £25 administrative charge
- Applications submitted 9 working days or less before the activity date will incur £50 administrative charge

This may not apply to current affairs and news crews or filming which promotes the activities of the Department. All charges are levied at the Department's sole discretion.

### APPLICANT DETAILS

Individual / Organisation / Company Name

Contact Person

Nature of organisation

Registered Company

Registered Charity

Community/Voluntary

Other

If other

Address

Postcode

Telephone/Mobile

Email

## MAIN DETAILS

Activity title

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Rooms requested for use

The Audiovisual Room

Ground Floor (Max 26 people)

The Dining Room

Ground Floor (Max 30 people)

The Round Tower Room

1st Floor (Max 26 people)

The Library

1st Floor (Max 28 people)

Please tick if you wish to use the kitchen with this room booking

**Note:** The use of the kitchen can be included with any room booking free of charge

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Dates and times required

Activity date

Activity time

(from - to)

Set up date

Set up time

(from - to)

Clear up date

Clear up time

(from - to)

**Total Number of hours of hire**

(includes set up and clear up)

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Do you intend to charge for this activity?

Yes

No

If Yes, please provide details

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Numbers expected

Adults

Children  
(under 16)

People with disability

Any other Specific Requirements such as access, DDA?

Yes

No

If Yes, please provide details

Please describe your activity and the purpose of room booking

## FURTHER DETAILS

Proposed means of promotion of activity

(if applicable)

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Post clean up policy

(if applicable)

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Will refreshments be served?	Yes	No
Are you requesting alcohol is served?	Yes	No
Will license for alcohol be required?	Yes	No
Will music/entertainment be performed?	Yes	No
Will entertainment License be required?	Yes	No

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## TEMPORARY FIXTURES AND CONTROL MEASURES

### Temporary Services proposed

Staging/lighting, construction, fixings or SFX etc, how will these be fixed in place

(if applicable)

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### Please indicate the equipment you will be using

Lighting, stands, tripods, cameras, torches, replica weapons, implements, etc

(if applicable)

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### Activity Management

Number of staff on site etc

(if applicable)

## TEMPORARY FIXTURES AND CONTROL MEASURES

Traffic Management Proposals

(if applicable)

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Crowd Control Measures

(if applicable)

OTHER ADDITIONAL INFORMATION OR SPECIFIC REQUIREMENTS

**DEPENDING ON THE TYPE OF YOUR ACTIVITY WE WILL CONTACT YOU SHORTLY TO CONFIRM IF YOU WILL BE REQUIRED TO PROVIDE THE FOLLOWING**

- A comprehensive Risk Assessment for the activity, including children and vulnerable adults' safeguarding measures where applicable
- Public Liability Insurance of value no less than £5 million (or higher where required)
- Relevant charges (if applicable)
- Event plan (if applicable)
- Site plan annotated with relevant details (if applicable)
- Screenplay/stage play script (if applicable)

**Risk Assessments** help ensure the safety of your employees/participants/visitors, our staff/volunteers and the general public visiting our sites, as well as complying with the law.

You are not required to eliminate all risk, but should take steps that are 'reasonably practicable'. The risk assessment must be satisfactory for the activity to go ahead.

More advice, and standard templates are available from the health and Safety Executive:

**[www.hse.gov.uk/simple-health-safety/risk/index.htm](http://www.hse.gov.uk/simple-health-safety/risk/index.htm)**

**PLEASE SPECIFY THE NAME AND ADDRESS OF INDIVIDUAL/COMPANY/  
ORGANISATION TO BE INVOICED**

Name

Address

Postcode

Email

**BEFORE YOUR ACTIVITY CAN BE APPROVED, PLEASE CONFIRM THAT YOU  
UNDERSTAND AND AGREE WITH THE FOLLOWING**

- I will seek and obtain all the required permissions from other relevant Regulatory Bodies **prior** to the activity
- I will be required to bring a signed hard copy of DfC's Activity Licence with me for the duration of the activity
- The information you supply to us will be held **ONLY** for administrative purposes of processing your application, we may hold this information for up to 5 years. We will not supply it to any third parties.

**SIGNED BY APPLICANT**

Name

Position in organisation

(if applying on behalf of organisation)

Application date





To help communities to enjoy and realise the value of the historic environment.

Completed application forms should be submitted to:

**Historic Environment Division**

State Care Heritage Branch  
Ground Floor  
9 Lanyon Place  
Belfast  
BT1 3LP

**Tel: 028 9082 3207**

**Email: [scmenquiries@communities-ni.gov.uk](mailto:scmenquiries@communities-ni.gov.uk)**

**Web: [www.communities-ni.gov.uk/topics/historic-environment](http://www.communities-ni.gov.uk/topics/historic-environment)**