



TERMS & CONDITIONS

Please fill out the following forms:

1. Permit Application – Questionnaire
2. Insurance Questionnaire
3. Form (Indemnity) must be completed in full before any request for access to specific areas of the under Dublin Docklands Development Authority can be considered.

If questions are not relevant, please mark “N/A”. If there is insufficient space for response on the form, please attach additional pages.

- Form (Insurance Questionnaire) must be completed and stamped by your insurance broker.
- Form (Indemnity) must be completed by a duly authorised person within your company/organisation and stamped with a company stamp.
- Please provide as much information as possible to assist with processing your request. If documentation is incomplete your request cannot be processed.
- Processing of requests will take 3 to 5 working days. A member of staff will contact you regarding the status of your request.
- Dublin Docklands Development Authority only have the right to permit access to the public areas and do not have authority to permit access to office blocks in the complexes.
- The decision by Dublin Docklands Development Authority regarding access is final.
- Dublin Docklands Development Authority reserve the right at their sole discretion to cancel an activity/event at any time.
- The applicant may not record in any manner whatsoever, a property and any name in connection with the property and any names or trademarks, signs and identifying features thereof including the right to photograph, record, use logos and verbiage contained.
- The permit is for the sole use of the applicant and cannot be transferred to another party.
- **All applications are subject to a permit application fee. Details will be issued on receipt of completed application/insurance forms. All payments must be settled in full prior to the issue of a valid permit.**
- **Payment by cheque to Dublin Docklands Development Authority or credit transfers accepted only.**
- Failure to produce a valid permit to security upon request, will result in your event being cancelled and event teams will be requested to leave the complex(s).

GENERAL NOTES

1. There are no public conveniences in the complex(s)
2. No permission can be granted for free standing signage or signs attached to lamp posts or finger posts. Such advertisement will be removed and disposed of immediately.
3. Adequate provision for collection and removal of waste or refuse associated with your request must be made by the applicant.
4. Cleanup and repair must be undertaken by those to whom permission is granted.
5. There is no parking available on site for vehicles or transportation which is not the subject of the request. (Parking is available in the local public car parks.)
6. A 24hr contactable number must be given in advance to a representative of Dublin Docklands Development Authority, if the event or access exceeds one day.
7. If access is granted on site, you must abide by the security and emergency procedures on site.

Completed forms to events@dublindocklands.ie