



An tSeirbhís Chúirteanna
Courts Service

APPLICATION FOR A REVOCABLE LICENCE FOR THE USE OF COURTS SERVICE PROPERTY

INSTRUCTIONS:

Complete this form and submit *via* email to your Court Service contact at: select:

1. Name of Applicant:

Phone Number:

Organisation:

Mobile Number:

E-mail:

Address:

2. Type of Organisation:select

3. Name of requested Court Service facility:

Court Service facility address:

4. Describe the intended use of the facility:

(a) Will food and non alcoholic beverages be provided at this event? select

If yes, describe your plan for clean-up and removal of waste generated by the event.

Food and beverages are not allowed in courtrooms.

(b) Describe and/or list any posters and signs, special lighting and furniture or equipment that you will bring to the location:

(c) List any additional information pertaining to this event not addressed above:

give details

5. Date(s)/Time(s) (including set up and clean up) requested:

Date: from: to

Date: from: to

Date: from: to

6. Describe other areas of the Court Service building or grounds requested:

7. Expected number of participants::

8. Will this event involve filming? select

(a) Name of filming project:

(b) Purpose of film: select

* Filming organisations must submit: a) credentials b) scripts and c) a list of all equipment to be brought into Court Service facilities including any electrical needs.

(c) Describe in detail the content to be filmed:

I agree to pay the costs associated with this event as will be determined by the Courts Service to furnish proof of public liability and employers liability insurance and to provide any additional information and complete any necessary forms related to the issuance of a Revocable Licence for the use of Courts Service property.

Signature: _____ Date: _____
(*Electronic typed name indicates signature*)

Title: