

15th September 2018

**To The Chairperson and Members of
The Central Area Committee**

With reference to the proposed grant of a further licence of office space at Ballybough Community Centre, Ballybough Road, Dublin 1 to Pat Gates, Frank Mulville and Mary Meehan (on behalf of the Young People at Risk (YPAR) initiative.

By way of Agreement dated 16th January 2017 office space in the Ballybough Community Centre, Ballybough Road, Dublin 1 was let under licence by Dublin City Council to Pat Gates, Frank Mulville and Mary Meehan on behalf of the Young People at Risk (YPAR) initiative for a term of 11 months from 16th November 2016 and subject to a monthly licence fee of €100 (Order of the Executive Manager D446 dated 5th December 2016 refers).

The licence expired on the 15th October 2017 and the licensee is currently overholding under same. The Ballybough Community Centre is managed by the Council's Culture, Recreation and Economic Services Department, and the Centre Manager has no objection to the renewal of this licence for a 2 year term.

Accordingly it is proposed to grant a 2 year licence of office desk space in the Ballybough Community Centre, Dublin 1 which said space is more particularly coloured pink on the map annexed hereto to Pat Gates, Frank Mulville & Mary Meehan (on behalf of the Young People at Risk (YPAR) initiative), subject to the following terms and conditions:

1. The licence shall be for 2 years commencing on 16th October 2017.
2. The licensed area which is more particularly coloured pink on the map annexed hereto, shall be used by the licensee's as an office desk space only.
3. The licence shall be subject to a reduced licence fee of €100 per month (smaller space to previous licences), payable quarterly in advance directly to the Community Centre Manager.
4. The licensee shall be obliged to sign a Deed of Renunciation.
5. The space shall be available from 8.30 am to 5.30 pm Monday to Friday.
6. Keys/access fobs to the premises shall only be held by the three licensees who shall be responsible for their use and all security issues associated with their use.
7. The licensed area may be used in common with a second licensee and the licensee's acknowledge and accept this common use.
8. The licensee's shall have reasonable access to and use of the common areas (kitchen, toilets etc) as shown coloured yellow on the map annexed hereto.
9. To avoid disturbing other occupants, no meetings may be held in the office.

10. Use of other rooms/space within the Centre must be booked and paid for at the main reception desk.
11. The licence can be terminated by either party on giving the other one months notice in writing.
12. The Council reserves the right to change the location of the space to any other equivalent space within the building as the need arises.
13. The licensees shall pay an agreed amount towards service charges, which shall cover waste charges, electricity, water, security and any other relevant charges, including any secretarial costs as may be agreed.
14. The licence is personal to the licensee's and shall not be capable of transfer, sub-licence, assignment, mortgage or charge.
15. The licensees shall keep the licensed area in good condition and repair during the term of the licence and shall not make any material changes to it without the prior consent of the Council.
16. The licensees shall comply with all terms of the building's Waste Management Plan.
17. The licensees shall supply the City Council with evidence of insurance cover as follows:
 - i Public Liability Insurance - €6.5M is the required limit
 - ii Employer's Liability Insurance - €13M is the required limit
 - iii Full Indemnity to Dublin City Council
18. On termination of the licence, the licensees shall be responsible for the removal of all their equipment and belongings from the premises and for leaving the licensed area clean and in good condition.
19. Ballybough Community Centre may be designated as a "Rest Centre" as part of Dublin City Council's Major Emergency Plan. In the case of a national or local emergency the licensed area may be used, without prior notice, by the Council or their agents for any purpose deemed necessary.

P.Clegg

A/Assistant Chief Executive