

SERVICE DETAILS

Catering Guidelines for Wedding Ceremonies

The following information must be given by the wedding couple to catering and bar staff before the wedding whether or not the caterers have used City Hall on a previous occasion:

- City Hall requires that no food or beverages be consumed on site for one hour before and for the duration of the ceremony.
- Caterers are required to provide adequate covers for all food and beverages for one hour prior to and during the ceremony
- Cooking is not permitted on site. Food can be reheated on the premises. Gas cylinders are not permitted.
- City Hall accepts no responsibility for deliveries. Deliveries are only accepted on the premises by prior arrangement.
- Please inform City Hall staff as to the wattage required and whether a single or three-phase is required. Our electricians require this information in order to set up.
- Bar and catering staff must provide their own tables, cloths and suitable floor coverings (floor mats with rubber base) for all areas of food and drink preparation and serving. The floor at both sides of the bar must be covered with mats.
- The serving of alcohol is permitted with the exception of draught beer.
- Floating bar staff must be provided to collect and pick up glasses and bottles during the function. All spillages must be cleaned up immediately with a damp cloth. You are not permitted to use any cleaning agent or abrasive on the floor.
- City Hall does not have the facility for storing any items that need refrigeration.
- Directions of Dublin City Council electricians must be followed.
- All equipment, refuse, glasses, bottles and any other items must be removed from the premises before 10am the following day. Penalties will be incurred if this is not adhered to.

Public Liability Insurance for Caterers

- All correspondence must be on insurance company's headed paper.
- The insured party must be named.
- The policy number must be quoted.
- The wording must state that the policy indemnifies **Dublin City Council in respect of public liability for the amount of €6.5 million.**
- Period of cover must be stated on the policy. Failure to submit insurance company's correspondence will result in the function being cancelled