

Guidelines for hiring the Rotunda in City Hall Dublin

“City Hall Dublin — one of the city’s most iconic and historic buildings”

“A unique venue for your special event”

Contact

Please contact us to book your introductory site visit

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History of City Hall

Built between 1769 and 1779, City Hall is a magnificent example of Neoclassical architecture in Dublin. One of the most stylish venues in the city, it has been beautifully restored to its original architectural splendor and provides a unique and stylish location for

your corporate event. The Rotunda offers a beautiful space full of old-world sophistication and charm. Elegant statues surround the marble floor beneath a stunning gold-leaf dome. Exquisite craftsmanship is found throughout the building that is second to none.

A protected historic structure, City Hall has been beautifully maintained for future generations to enjoy. Situated in the heart of the city, it is the perfect location for your event and we offer guidance and expert care throughout the booking process.

Venue Hire Details

Services Included

- Introductory site visit with our events team
- A dedicated member of staff during your event
- 180 Chairs
- PA system
- Security personnel
- Lectern
- 5 dressed trestle tables (for registration and display purposes only, not for catering)

Hire Cost

€4,000 (inclusive of 23% VAT)

Maximum Capacity

- 180 seated conference style
- 180 seated banquet style
- 350 drinks reception/ cocktail party style

Operational Hours

8am: Earliest possible building access. Actual access time will depend on prior bookings in place

10pm: Venue cleared of guests

11pm: Venue cleared of equipment/catering and ready for lock-up

These times are not flexible as we are a busy wedding venue and need to work around prior wedding commitments

Event Checklist

- **Pay**
 - **€750 deposit**
- **Book**
 - **Site meeting with City Hall**
- **Submit to City Hall**
 - **Booking form**
 - **Public liability insurance**
 - **Detailed running order**
 - **Risk Assessment**
 - **Guest List**
- **Select**
 - **Catering**
 - **Contractors for AV or PA**
 - **Appointed Health & Safety Rep on the event night**
- **Specify**
 - **Electrical requirements**
- **Schedule**
 - **Sound check**
- **Agree**
 - **Delivery times in advance**

What You Need To Know

Event Insurance Requirements

When organising an event in City Hall, whether as (1) an external event organiser or (2) a DCC Staff member on behalf of Dublin City Council, you must provide public liability insurance and employer's liability insurance from you/your company and from any third party participants providing support or service at the event (Examples of third parties are AV company, caterer etc.).

For DCC Staff organising the event on behalf of Dublin City Council, DCC IPB insurance will suffice but in addition to this, they must also ensure that any third parties they engage present their own employer and public liability insurance to them before the event. Please see summary

insurance checklist following for both types of event organiser.

External Event Organiser Insurance Checklist – to be presented to City Hall by the event organiser before the event

- **Company Employers Liability:** Not less than €13 million
- **Company Public/Product Liability:** Not less than €6.5 million
- **Third parties Insurance providing support or service at the event**
 - **Employer's Liability:** Not less than €13 million
 - **Public/Product Liability:** Not less than €6.5 million

All insurance must specifically indemnify Dublin City Council for both employer's and public/product liability.

DCC Staff Internal Event Organiser Insurance Checklist – to be presented to the DCC Department organising the event before the event

- The DCC Department organising the event is covered by Dublin City

- **Third parties providing support or service at the event must provide the DCC event organiser with Insurance i.e.**

- **Employer's Liability:** Not less than €13 million
- **Public/Product Liability:** Not less than €6.5 million

All insurance must specifically indemnify Dublin City Council for both employer's and public/product liability.

Most Importantly

Dublin City Council must be specifically indemnified for both employer's and public liability on all insurance policies, both from the event organiser and the third parties.

The insurance must be on the insurance company's headed paper, the period of cover and policy number stated. The event cannot go ahead without the required insurance in place.

Council IPB insurance. However,

Protecting The Building

City Hall is a magnificent 18th century building, beautifully restored and carefully preserved. It is important that it is protected and maintained for future generations to enjoy. Please ensure that contractors working on your behalf do not cause any damage to the building. To this end, please ensure that contractors adhere to the guidelines set out in this brochure. Any building damage costs will be passed on to the event organisers.

Health & Safety

You must nominate a person to act as Health and Safety representative and they should liaise with the City Hall staff member at the event. The Health and Safety representative must make a safety announcement at the start of the event to inform guests that the building is a no smoking zone and to point out the fire exits and assembly point in the event of a fire. City Hall will provide you with the safety notice. An evacuation procedure will be discussed prior to your event for the safe evacuation of guests in the event of an emergency. An event guest list should be provided to City Hall prior to the event.

Event Plan/Running Order

To ensure the smooth and efficient running of your event, we require a detailed event plan/running order that includes set-up/take down timings and contact details of caterers and contractors e.g. AV/PA company etc.

The event plan/running order allows us to establish your set-up/take down requirements, including equipment deliveries and seating/catering arrangements. **Out-of-hours access incurs an additional cost.**

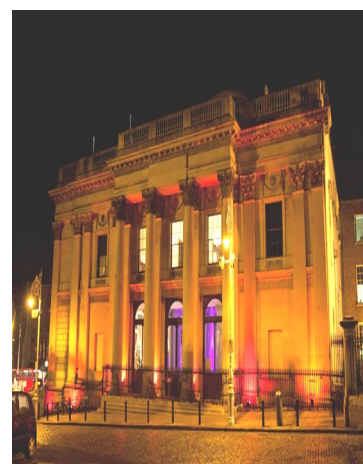
City Hall is a public building and any closures to the Rotunda for an event must be pre-arranged with City Hall. We will schedule your deliveries and sound checks to ensure that you are fully prepared.

Deliveries

All deliveries are via the Castle Street side entrance (when facing the building, the door round to the right-hand side) and must be stored in a safe and tidy manner.

Out-of-hours Collections

Unfortunately we cannot facilitate overnight storage of items so **all equipment must be taken away directly after the event**



Catering Guidelines for The Rotunda



Many different caterers have worked in City Hall over the years and are familiar with our guidelines. You are free to choose your own catering company but please ensure they are familiar with the requirements below. Please let us know if you require a list of catering companies who have worked onsite recently.

Catering Guidelines

You must provide your caterer with the following guidelines before the event, whether or not they have used City Hall before.

- ◆ **Cooking is not permitted on site**, but food can be re-heated. Gas cylinders are not permitted.
- ◆ Deliveries are accepted only **by prior arrangement** and City Hall accepts no responsibility for them.
- ◆ Please inform City Hall staff about the wattage required and whether single or three-phase is needed. Our electricians require this information in order to set up.
- ◆ Your caterer must provide their own tables, cloths and floor mats with a rubber base for all areas of food/drink preparation and serving. Mats must be placed in front of and behind the bar serving table to protect the delicate 18th-century floor from spillages.
- ◆ The serving of alcohol is permitted with the exception of draught beer.
- ◆ Floating bar staff must be provided to collect glasses and bottles during the event. **All spillages must be cleaned up immediately with a damp cloth, dry mop. Please bring a dustpan and brush as well.** The use of cleaning agents or abrasive substances is not permitted on the delicate floor.
- ◆ City Hall does not have the facility to store refrigerated items .
- ◆ Directions from Dublin City Council staff, security & electricians must be followed.
- ◆ **All equipment, refuse, glasses, bottles etc. must be removed from the premises following the event, otherwise, penalties may incur.**

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Protecting City Hall

From the moment you step into the magnificent entrance hall of City Hall, you will become part of the history of the building's timeless and elegant beauty. In the interest of preserving this beauty for others to enjoy, please see below some do's and don'ts to follow for your event

Do:

- ◆ have a representative on-site prior to your event to make those important last-minute decisions;
- ◆ contact us prior to your event about photographers and filming;
- ◆ ensure all equipment is lifted across the floor or on rubber

wheels to avoid scrapes;

- ◆ keep all beverages in the Rotunda, the stairs can be so slippery!
- ◆ Clear the venue completely by 11pm so that it is ready for lock-up.
- ◆ show courtesy to City Hall staff.
- ◆ check out our Pinterest and Instagram accounts for inspiration.

Don't:

- ◆ have any balloons or inflatable decorations (*strictly prohibited*);
- ◆ stick anything to the walls or floor. Masking or duct tape, blu tac, sellotape etc. must not be used. Try a freestanding display instead.
- ◆ dance, as the marble floor is priceless and can be easily damaged.
- ◆ smoke or vape in the building.