**Rental Inquiry/ Request Meeting House Square**

**Meeting House Square is an award-winning architectural space in the heart of Dublin's Temple Bar. This multipurpose outdoor performance space is ideal for hosting cultural events and markets.**

**Rental Hours are between 07.00hrs and 23.30hours subject to agreement.**

**Please email this Rental Inquiry for to the Meeting House Square Manager @** [**Admin@templebar.ie**](mailto:Admin@templebar.ie) **Ph 087 194 7474**

|  |  |  |
| --- | --- | --- |
| Company Name |  | |
| Contact Name |  | |
| Phone Number |  | |
| E-mail address |  | |
| Invoicing address |  | |
| Invoicing email address |  | |
| Person and Company Name on Invoice |  | |
| Charity Registration Number (If applicable) |  | |
|  | | |
| Rental Date (s) |  | |
| Rental Times, including setup and de-rig |  | |
| Operational Hours, open to attendees |  | |
| Brief Event Proposal or outline;  \*Please note that events with commercial branding or a commercial sponsor will be charged a commercial rate. |  | |
| Expected age demographic |  | |
| Expected number of attendees |  | |
| **Do you require the use of the following; please mark X as required** | | |
| The Ark Stage?  \*Please note you need a PA system for this stage\* | Yes | No |
| Umbrellas - may be opened, weather permitting, with gust levels under 29kmph | Yes | No |
| Projector & Cinema Screen (please note that its only visible after twilight) | Yes | No |
| Do you require the space to be fully closed to the public? | Yes | No |
| Ticketing information;   * Free * Non Ticketed * Ticketed * Other | Confirm Ticket price €\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Is there any other information that you would like to tell us about your proposed event? |  | |
|  | | |
| Do you require or intend to apply for an “Occasional licence”? | Yes | No |
| I will be able to indemnify Dublin City Council, Ark, Temple Bar Cultural Trust indemnified under the Public Liability Cover for the proposed Event for €6.5Million Euro | Yes | No |
| I have employer liability insurance for €13m | Yes | No |
| I will send you publicity information including images, social media links, website information and public contact information 14-21 days before the event date | Yes | No |

Please ensure you consult Dublin City Council Guidance for Events Organisers before submitting your Event Plan for use of this space see; [Guidance for Event Organisers | Dublin City Council](https://www.dublincity.ie/residential/arts-and-events/events-dublin-city/guidance-event-organisers)

**TERMS OF AGREEMENT FOR HIRING MEETING HOUSE SQUARE**

This agreement is between Meeting House Square (Dublin City Council) and the Licensee;

BOOKING POLICY

* A Rental Inquiry Form must be completed in full in relation to proposed dates. Dates will not be ‘held’ without this form.
* A quote is issued to the Licensee based on the information in the Rental Inquiry Form.
* Once agreed, a contract is then issued to the licensee based on the final quote.

PAYMENT

* MHS Rental fee is payable to Dublin City Council. Payment must be made by Electronic Funds Transfer to Dublin City Councils’ bank account, which is displayed at the bottom of your invoice
* Ark costs are payable to Temple Bar Cultural Trust.
* All other costs are payable to service providers such as security, production, cleaners, equipment etc.
* Payment must be received prior to the event commencement date, or Event Licence will not be issued

CONSUMPTION OF ALCOHOL

* Where it is proposed to sell alcohol at the event, Meeting House Square Management will give the Licensee written permission for the consumption of alcohol in Meeting House Square.
* The Licensee must produce an Occasional License through the court for selling alcohol on Meeting House Square.
* We require the Licensee’s Event Management Plan at least FOUR weeks prior to event date for approval.
* Failure to provide a comprehensive Management plan four weeks in advance of the proposed event date, completed by a competent[[1]](#endnote-1) professional will render the application invalid/cancelled
* The Licensee must provide Pearse Street GS/Events Unit/Temple Bar Cultural Trust/The Ark with an Event Management Plan FOUR weeks prior to the event date.
* All bar equipment/structures must be approved by Meeting House Square management prior to entering Meeting House Square.
* All bar equipment/structures must be removed post-event.

FILMING, SCREENING

* Filming on Meeting House Square requires TWO weeks’ notice to Meeting House Square by the Licensee.
* Licensee must show evidence of Public Liability Insurance of 6.5 million & Employers Insurance of 13 million. A letter to indemnify Dublin City Council and Temple Bar Cultural Trust must be given to Meeting House Square management.
* All screenings must have the correct licensing regarding copyright.

INSURANCE,

* Licensee must provide the Food Vendors HSE Registration,
* Supply Public Liability Insurance of 6.5 million & Employers Insurance of 13 million, (Dublin City Council, Ark, and Temple Bar Cultural Trust indemnified).
* The applicant is responsible for all and any claims that may arise directly from this event.

CHAIRS, BRANDING,

* We do not have seating/chairs on site.
* The Licensee must provide all branding images for approval by Meeting House Square.
* A gap of 1.55 meters must be kept from the walls and structures of Meeting House Square. Note the pink area in the map. [Meeting House Square MAP.](file:///C:\Users\50356\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Meeting%20House%20Square%20Map.jpg)
* No branding will be stuck, nailed, glued, taped etc. to any Meeting House Square walls, property or umbrellas. Free-standing branding only. All branding must be approved by Meeting House Square management. Branding must be contained within Meeting House Square. Branding must be removed post-event. No branding will remain on Meeting House Square after the event date.

SOUND

* Maximum sound level is 95db. Bass levels will be monitored by the Event Controller to lessen the sound bleed leaving Meeting House Square.
* Sound checks from 5pm.
* Ambient music before 5pm - The control limits set shall be adequate to ensure that the music noise level shall not at any noise sensitive premises exceed LAeq 75 dB over a 15 minute period throughout the duration of the concert/event.
* We suggest the use of a drum screen.
* The type of PA system and its positioning on Meeting House Square must be agreed with management before any event by way of map.
* Speakers must not face the Main Entrance of Meeting House Square (East Essex Street).
* Noise cancellation speakers must be used.

OTHER

* Mobile stages must face the same way as the Ark stage.
* Events with a large volume of people or the use of a bar require 1 or 2 portaloos plus the use of the 3 x Meeting House Square toilets.
* Meeting House Square does not have a wheelchair toilet; therefore, a wheelchair-accessible portaloo must be hired.
* All rubbish must be removed post event by the Licensee & food/bar vendor.
* Umbrellas may be opened for events, weather permitting. Gust levels must be under 29kmh or 18mph. Must be booked in advance. If winds are forecasted over 50kmh they will need to be taken down.
* 8 tonne is the maximum weight on Meeting House Square.
* Curfew Times for music and bar: Mon-Thurs 11.30pm / Fri-Sun 12 midnight. Only on management’s approval will a later curfew time be agreed.
* Get In and Get Out times must be agreed between Meeting House Square and the Licensee before going to contract.
* Overnight security maybe required; depending on event times.
* Licensee must adhere to all Meeting House Square health and safety policies.
* BBQs or Fire Pits (open flames), and gas cylinders are not allowed on Meeting House Square.

HEALTH AND SAFEY

* Dublin City Council or An Garda Síochána reserves the right to suspend/terminate any and/or all proposed activities being held in the park/open space for reasons of public safety, congestion or nuisance or any other reason. Any such termination would be without any claim or liability on the statutory bodies. Dublin City Council reserves the right to cancel or withdraw consent at any time in parks/open spaces.
* Dublin City Council may require the applicant to curtail, relocate or cancel an event on or before the booking date, in circumstances of emergency or other legitimate access requirements for which there is no satisfactory alternative arrangement that can be made.
* It is the responsibility of the applicant to ensure that All Emergency Medical Technicians (EMTs), Paramedics (Ps) and Advanced Paramedics (APs) must be registered with the Pre-Hospital Emergency Care Council to legally practice in Ireland. The Pre-Hospital Emergency Care Council (PHECC) maintains a statutory register of all pre-hospital emergency care practitioners who meet the required standards.
* The applicant must satisfy themselves that the person responsible for drawing up and implementing the Health and Safety Statement and Risk Assessment Plan for their filming is competent to do so. Sole responsibility lies with the applicant to ensure that all elements of plans are carried out as stated in the documentation submitted to Dublin City Council for the duration of the event.
* Dublin City Council bears no responsibility for the management of safety for the duration of the event.
* The applicant must comply with all Health and Safety Legislation, the Safety, Health and Welfare at Work Act 2005, Health and Welfare at Work Act (Construction) 2013, Health and Welfare at Work Act (General) 2007, Fire Services Act 1981 and 2003. All regulations made there under, and all other relevant legislation, regulations and approved Codes of Practice, to ensure the safe running of this event.
* Adhere to public health guidelines in place
* Comply with all requirements of the Health Service Executive in relation to this event
* All food traders at this event must be registered with the H.S.E. to ensure compliance with food hygiene regulations
* Ensure adequate stewarding is in place for this event
* Emergency access must be maintained at all times
* I agree that the organisation/company will conform to all legal requirements and abide by the terms of the approval

Privacy Notice

* All information requested is for the sole purpose of processing your application. We do not collect personal information for commercial marketing or distribution to private organisations. It may be necessary from time to time to pass your contact information on to trusted third parties in order to assist with the processing of your application, such as our statutory agency partners, e.g. An Garda Síochána, as long as those parties agree to keep this information confidential.
* Access to any non-public personal information that you provide will be restricted to only those employees who need to know that information to process your application.
* It is our policy to retain collected information for a five year period after which your information will be disposed of securely.
* Contact our Data Protection Officer on dataprotection@dublincity.ie or 01 222 3775.

Costs EX VAT

* Venue RentalCultural Rate €100
* Venue Rental Commercial €3,000
* Ark Stage €750
* Ark Technician €28 per hour

**I agree to the above Terms, Conditions and Prices;**

Licensee/Applicant Signature

:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

The Following legislation and guides should be consulted before preparing a Draft Event Plan;

* [Planning Act 2000](https://www.irishstatutebook.ie/eli/2000/act/30/enacted/en/pdf)
* [Health, Safety and Welfare at Work Act 2005](https://www.irishstatutebook.ie/eli/2005/act/10/enacted/en/print)
* [Health, Safety and Welfare at Work (General Application) Regs 2007](https://www.irishstatutebook.ie/eli/2007/si/299/made/en/print)
* [Health, Safety and Welfare at Work (Construction) Regs 2013](https://www.irishstatutebook.ie/eli/2013/si/291/)
* [A Framework for Major Emergency Management](https://www.gov.ie/en/collection/ca182-a-framework-for-major-emergency-management/)
* [Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events as issued by the Department of Education, 1996.](\\\\dccdata\\cande\\home\\50356\\Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events as issued by the Department of Education, 1996.)
* [Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.](https://www.irishstatutebook.ie/eli/1985/si/249/made/en/print)
* [Code of Practice for Management of Fire Safety in Places of Assembly as issued by the Department of Environment k) Fire Services Act, 1981](https://www.gov.ie/en/publication/51425-code-of-practice-for-the-management-of-fire-safety-in-places-of-assembly/)
* [Fire Services (Amendment) Act, 2003.](http://www.acts.ie/en.act.2003.0015.4.html#:~:text=%E2%80%94(1)%20If%20an%20authorised,this%20Act%2C%20the%20authorised%20person)
* [HSE Requirements and Guidance for Outdoor Crowd Events](https://www.google.ie/url?sa=i&url=https%3A%2F%2Fassets.gov.ie%2F243199%2Fa124bd4e-f9f2-495a-ba19-8131c35ffe46.pdf&psig=AOvVaw26Mn9lInzGViPWbqjNzSTS&ust=1725035075992000&source=images&cd=vfe&opi=89978449&ved=0CAQQn5wMahcKEwjI9bnQzpqIAxUAAAAAHQAAAAAQBA" \t "_blank)
* [Fire Services Act 1981](https://www.irishstatutebook.ie/eli/1981/act/30/enacted/en/html" \t "_blank)
* [Building Regulations 2006 Technical Guidance Document B Fire Safety](https://www.gov.ie/en/publication/263ee-technical-guidance-document-b-fire-safety/" \t "_blank)
* [Private Security Services Act 2004](http://www.irishstatutebook.ie/eli/2004/act/12/enacted/en/html)
* [S.I. No. 302/2014 - Private Security (Licensing and Standards) (Event Security) Regulations 2014](https://www.irishstatutebook.ie/eli/2014/si/302/made/en/print" \t "_blank)
* Any other guides or applicable codes of practice relevant to the type of event you are proposing.

1. Safety, Health and Welfare at Work Act 2005

   (2) (*a*) For the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken. [↑](#endnote-ref-1)