



DUBLIN'S CITY HALL

Guidelines For The Hire Of The Rotunda, City Hall

City Hall is a unique and exclusive venue for your Corporate Event. The following information is provided to ensure your function runs smoothly.

For more information and photos see www.dublincity.ie/dublincityhall

City Hall is a public building and remains open to the public from Monday to Saturday 10am – 5.15pm, Closed on Sundays and Bank Holidays.

Style & Capacity

The Rotunda can accommodate:

200 – 250 seated conference style

150 – 180 seated banquet style

300 – 400 drinks reception/cocktail party style

Charges For Venue

€4,000 (€3,252.03 net plus €747.97 VAT at 23%) per night for dinner or drinks reception over 2 ½ hours.

€2,500 (€2,032.52 net plus €467.48 VAT at 23%) per night for drinks reception up to 2 ½ hours.

Any event that goes over the specified time will be charged accordingly.

The Exhibition area is also available for smaller receptions, (100 max), price on request.

Please Note

A booking deposit of €750 (€609.76 net plus €140.24 VAT at 23%) **must** accompany completed booking form, and must be paid in advance of function. Upon receipt of the deposit the booking will be confirmed. This deposit is non-refundable. Following the event it is deducted from the hire fee provided the facilities are left in a satisfactory condition.



Picture courtesy of Unique Group, Conferences, Events, Entertainment.



Services Included

Included in the Hire Charge are the following services if required:

- Dedicated member of City Hall staff on duty
- Security Personnel
- Electrician on site
- Stage/Lectern
- Staffed cloakroom
- 5 dressed trestle tables
- 200 chairs
- PA system

Protecting The Building

City Hall is an important historic structure and it is important that the building is protected and maintained for future generations to enjoy. Please ensure you and all contractors working on your behalf behave in such a way as to cause no damage to the building. The cost of repairing any damage caused at your function will be passed on to the organisers.

Electrical Requirements

An electrician will be on stand-by during the day and on-site on the night of your function and any electrical requirements should be discussed in advance with the Electrical Services section of Dublin City Council. Please notify electrical services whether you need three-phase or single phase and what wattage you require so that the venue can be set up accordingly. This information is normally available from your catering or entertainment company. Please also inform our electricians of any AV, audio or IT equipment being used. All cables must be managed in a safe fashion. Please contact Mr. Brian King at (01) 222 2698.

Any persons using any of the electrics in City Hall, must follow directions that Dublin City Council electricians give.

A P.A. system is provided with one portable and two fixed microphones available.

Catering

City Hall does not have a specific catering company that a client is required to use. A list of caterers who have successfully worked in City Hall is attached for your information. Please give the enclosed guidelines for catering and bar staff to your caterers. It is your responsibility to make sure your chosen catering company or any other contractors working on your behalf adhere to the regulations set out for them.

Event Plan / Set Up

A detailed event plan of each event must be sent to City Hall at least two weeks prior to your event. It is essential that the names of the catering company, P.A. company or any other contractor working on a client's behalf be submitted with this running order. Further clarification or a safety statement for the function may then be required.

Arrangements must be made prior to your event, if you require time to set up or dismantle equipment/catering services/seating/tables etc before or after your event. Appropriate charges will be made to clients who breach this agreement.

As City Hall is open to the public during the day, respect must be given to tourists, and to any guided tours taking place. It must be checked prior to the set up of your event if it is convenient for sound checks etc to take place.

If City Hall guidelines and agreed event plan are not adhered to, your event may be stopped.

Deliveries

City Hall is not responsible for any deliveries or collections for an event. Deliveries are only accepted on the premises by prior arrangement. Deliveries must be stored in a safe and tidy fashion. Deliveries should be directed to enter City Hall through the side entrance at Castle Street.

Insurance

Public Liability Insurance must be produced three weeks in advance indemnifying Dublin City Council for €6.4 million (euros). Failure to produce this document will result in the event being cancelled and no further arrangements will be made until this document has been received.

1. All correspondence must be on Insurance Company's headed paper.
2. The Insured party must be named.
3. The Policy number must be quoted.
4. The wording must state that the policy indemnifies Dublin City Council in respect of Public Liability for the amount of €6.4 million.
5. Period of cover must be stated on the policy.

Failure to submit Insurance Company's correspondence will result in the function being cancelled.

Health & Safety

The following details are compulsory.

The client must nominate a person to act as Health and Safety Officer for the duration of the function. The Health and Safety Officer should identify themselves to the City Hall liaison person at the start of the function who will liaise with them during the function.

The Health and Safety Officer must make a safety announcement at the beginning of the function pointing out all the fire exits, place of assembly and stating that the building is a no smoking zone. This notice will be provided by City Hall staff.

A procedure must be decided in advance for the safe evacuation of guests particularly any disabled guests who may be in attendance. A guest list of people in attendance should be given to the City Hall Safety Rep. at the start of the function.





Terms And Conditions

- Clients must have a representative available on site prior to the beginning of the event and throughout the event to liaise with the City Hall representative.
- Smoking is completely prohibited in all parts of the building.
- No balloons or similar decorations are permitted. Freestanding backdrops may be used. Please discuss your decoration plan with City Hall staff well before your event.
- The use of masking tape is strictly prohibited. Nothing may be stuck to the floor or walls with tape or blu-tack or any similar substance.
- Commercial photography and all filming and documentaries are by permission only.
- Dancing is not permitted in City Hall – due to the priceless marble floor.
- Guests are not permitted to carry drinks on the staircase for Health and Safety reasons. It is the responsibility of the event organizer to prevent guests bringing drinks up/down the stairs.
- All equipment must be tidied away at the end of your event and removed from the premises by 10am the following day. Penalties will be incurred if this is not adhered to.
- Courtesy must be shown to City Hall staff working at and prior to your event.
- All equipment must be lifted (unless on rubber wheels) and NOT dragged on the Rotunda floor. Any damage done to the floor or to any part of City Hall will incur charges.

Catering Guidelines

The following information must be given to Catering and Bar Staff before your event, whether or not they have used City Hall on a previous occasion:

- 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 and 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.

List of Catering Companies Who Have Catered for Functions in City Hall

Please note that City Hall does not have any special arrangements with these companies regarding price or type of food. All are aware of the catering arrangements in the building and have worked here previously. We do not endorse one above another.

Tír na nÓg Caife

City Hall, Dame Street, Dublin 2.

Contact: Tony Hegarty

T. (01) 675 3979

M. (087) 274 9796

E. info@tirnanog-caife.ie

W. www.tirnanog-caife.ie

The Right Catering Company

Rosemount Road, Phibsboro, Dublin 7.

Contact: Stephen O'Donoghue

M. (087) 262 0240

E. stephen@therightcateringcompany.com

W. www.therightcateringcompany.com

Brambles Catering

Unit C4, South City Business Park,
Whitestown Way, Dublin 24.

Contact: Maeve Reid

T. (01) 468 5000

M. (087) 243 1005

E. maeve@brambles.ie

W. www.brambles.ie

Vinny Hanlon Catering

Unit 3, Atlas Court, IDA Business Park,
Southern Cross Road, Bray, Co. Wicklow.

Contact: Vinny Hanlon

T. (01) 211 6522

M. (086) 257 9468

E. info@vhanloncatering.ie

W. www.vhanloncatering.ie

With Taste Banqueting Services

Unit 60, Cherry Orchard Ind. Estate, Dublin 10.

Contact: Geraldine Lyons

T. (01) 626 8293

M. (087) 276 3097

E. info@withtaste.ie

W. www.withtaste.ie

Café Solo

4 Ashwood House, Main Street, Shankill, Co. Dublin.

Contact: Ian Kiely

T. (01) 239 0000

M. (087) 982 4031

E. soloshankill@hotmail.com

The Silk Road Café

Chester Beatty Library, Dublin Castle, Dublin 2.

Contact: Rikke Sorensen

T. (01) 407 0770

E. catering@silkroadcafe.ie

W. www.silkroadcafe.ie

Egan Hospitality

Kingswood House, Kingswood Cross, Naas Road, Dublin 12.

Contact: Darryl Egan

T. (01) 464 2732

M. (086) 251 2018

E. degan@eganhospitality.com

W. www.eganhospitality.com

Knights Catering Ltd

Somerset House, Stradbroke Road, Blackrock, Co. Dublin.

Contact: Deirdre Fitzgerald

T. (01) 287 1554

M. (087) 797 5161

E. deirdre@knightscatering.ie

W. www.knightscatering.ie

Ali Davis Food

4 Hatch Street, Dublin 2

Contact: Alison Davis

M. (086) 8415939

E. info@alidavisfood.com

W. www.alidavisfood.com