

## Use of Civic Trust House boardroom

The boardroom at Civic Trust House is primarily for the use of the resident companies. The companies are also happy to extend availability to non-profit organisations for arts-related purposes. If you are interested in using it for other purposes please send an email of enquiry outlining your plans to [info@civictrusthouse.ie](mailto:info@civictrusthouse.ie) .

## Hire charges

**Resident companies for company business:** NO charge (included in quarterly deposit)

**Rental for non-resident companies & individuals:**

€15 per hour for 1-2 hours, €12 per hour for 3-5 hours, €65 per day 6-8 hours

**Bulk discount:**

Minimum of 8 consecutive weekly bookings: 10% discount

Minimum of 15 consecutive weekly bookings: 20% discount.

*\*To avail of bulk discounts payments are required to be made in full at beginning of booking.*

**Evenings (after 5.30pm) and weekends:**

**Resident companies for company business:** NO charge (included in quarterly deposit)

**Rental for non-resident company business: As above, with surcharge.** Please note that a surcharge of €10 per hour will be added to the above rates for all bookings by non-residents on evenings & weekends. This is to facilitate a member of staff taking care of reception, security and access.

All evening and weekend bookings should be paid for in advance during office hours.

All bookings are considered as provisional until the booking is confirmed by email. Final set up, times, numbers, and special requirements must be confirmed at least three days prior to the event.

**Sub-letting is forbidden. Any abuse of the facilities may lead to cancellation of further bookings by that user.**

## **Payments**

Please ensure payment is made in advance of your reserved booking, by internet bank transfer, by cheque or by cash at reception (during office hours). Cheques should be made payable to Arts @ Civic Trust House. If paying by post and a receipt is required, please enclose a stamped addressed envelope.

## **Insurance**

Civic Trust House has Public Liability Insurance which covers meetings in the boardroom. For other events you may need your own insurance - please discuss at time of booking.

## **Loss and damage**

Any damage caused will be the responsibility of the hirer, who will be asked to pay for repair or replacement.

Arts @ Civic Trust House does not accept responsibility for any loss or damage to clothing or other personal property arising out of the letting.

Screws, nails, drawing pins etc. may not be driven into any part of the premises or furniture.

Adhesives, including sticky tape and putty-like substances, may not be used to place notices or posters onto walls or furniture.

## Equipment

If you would like extra seating, a projector, flip pad or any other equipment please discuss at the time of booking to ensure availability.

## Access & Security

During office hours, please call in to reception on arrival before setting up in the boardroom. A surcharge will apply for all bookings outside office hours to cover a member of staff to open and close the building.

**It is not permissible to wedge the front door open at any time, either for arrivals to the room or for smoking breaks etc.** Our receptionist can manage your admissions for you. It is not admissible for you or any of your attendees to go beyond the hallway, boardroom, kitchen & toilet area.

*If resident companies are using the room outside of office hours it is essential that you are adequately staffed to ensure the above.*

## Refreshments

Users of the boardroom are welcome to make use of the Kitchen facilities, including tea, instant coffee, sugar and milk from the fridge.

Please clean up any mess you might make and put dirty cups etc. into the dishwasher.

Catering can be arranged on request.

## **Safety**

Smoking is not permitted in any part of the buildings.

Please familiarise yourself with the second fire exit that runs from the kitchen past the toilets to the back door in the event of an emergency.

Please take care to avoid creating trip hazards when plugging in cables.

## **Copyright**

The hirer must guarantee that permission, where necessary, has been obtained from copyright holders for public performance, and that the requirements of the licensing authorities have been met.

## **Nuisance**

Please take care that your activities don't become nuisance or annoyance to the workers in the offices upstairs during work hours (9am-6.30pm).

## **Car parking**

Car parking outside office hours may be available, please discuss at time of booking. There is extensive on-street parking on Pope's Quay, and discs are on sale from reception during office hours.

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# Required information

In order to book a room you will have to provide the following information:

The email & phone number of the person responsible at Civic Trust House on the day of the event (speaker/trainer/facilitator).

Date and time of event.

Number of attendees.

Equipment requirements (equipment needs to be pre-booked in order to ensure availability).

Catering requirements.

Set up of room (theatre, classroom, etc).

The capacity of rooms may vary according to room set up, therefore this should be agreed at time of booking.

Prior to the event, trainers and facilitators are welcome to call to the premises to familiarise themselves with room layout or discuss any additional requirement with staff.

It is best to agree room set up prior to the event to ensure that all your requirements are met and your room meets your expectations.

Arrive early to the event to ensure the room is just how you want it. Staff will be happy to help with any last minute adjustments.

Please note: Blu-tack and sellotape should not be used on walls. Costs of any damage or repairs to property will be incurred by the client.