

# MUSGRAVE ROOM HIRE POLICY

The boardroom at Civic Trust House is primarily for the use of the resident companies. The companies are also happy to extend availability to other users, with reduced rates for non-profit organisations and arts-related purposes.

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## Hire charges

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

**Rental for non-resident companies & individuals:(9am to 5pm)**

€25 per hour, €140 per day 6-8 hours

**Rental for Arts users and Non-Profit companies:**

€15 per hour, €80 per day

**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 before first booking.*

### **Evenings (after 5pm) 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

An 86" Television Screen and sound equipment and overhead visualiser is available for your use and included with booking price. If you would like extra seating, flip pad or any other equipment please discuss at the time of booking to ensure availability. Use of our newly-installed picture rail is also available for art exhibitions.

## 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. Hot drinks and biscuits are included for groups of up to 12, groups of 13 or more will be charged €2 per person.

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-5pm).

## 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

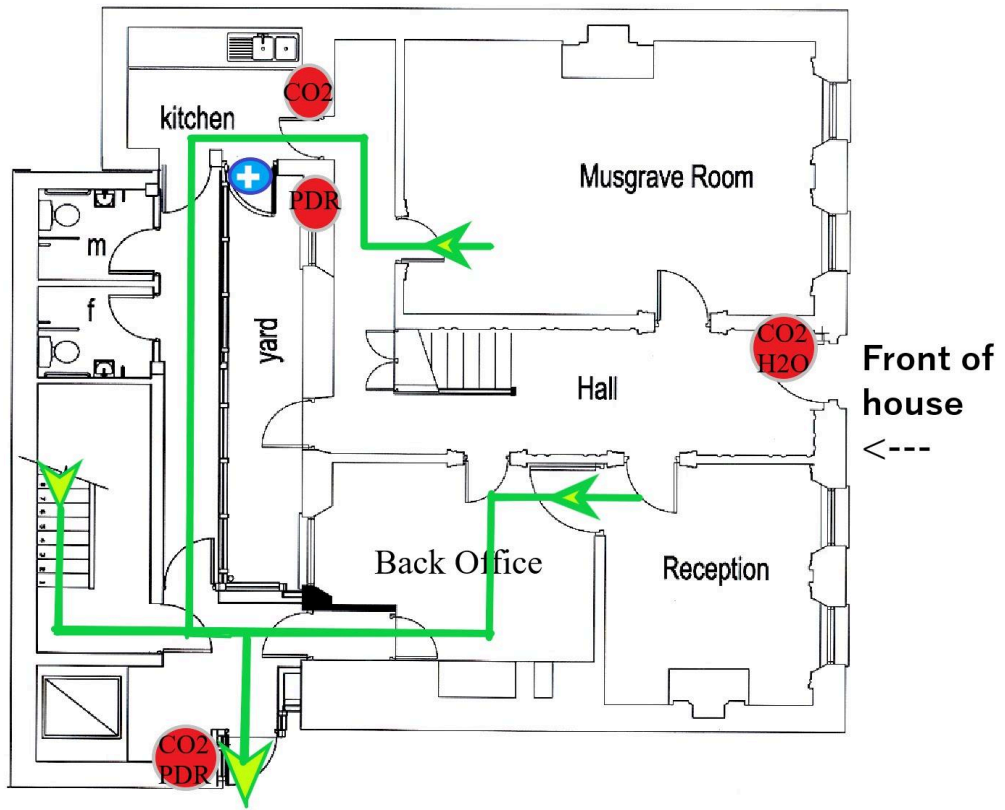
In order to book a room you will have to provide the following information:

1. The email & phone number of the person responsible at Civic Trust House on the day of the event (speaker/trainer/facilitator).
2. Date and time of event.
3. Number of attendees.
4. Equipment requirements (equipment needs to be pre-booked in order to ensure availability).
5. Catering requirements.
6. Set up of room (theatre, classroom, etc).

7. The capacity of rooms may vary according to room set up, therefore this should be agreed at time of booking.
8. 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.
9. 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.
10. 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.
11. 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.

## Emergency Procedures

Boardroom renters will be shown the emergency exit route and are responsible for their visitors in an emergency. Please **DO NOT use the front door** through which you entered but use the modern escape via the kitchen following the emergency lighting. A list of attendees should be kept and taken out for roll call in an emergency / drill.



Ground Floor Plan