



LAW SOCIETY OF IRELAND

PREMISES APPLICATION FORM CORPORATE FUNCTIONS

1. Person booking facilities

Name: _____

Company Name: _____

Address: _____

Tel. No: _____ e-mail: _____

Signature: _____

2. Reception Details

Date of Function: _____ 2010 / 2011 / 2012 (Delete as appropriate)

Reception Time – From: _____ To: _____ Number of Guests: _____

3. Nature of Function – Title: _____

(this will appear on the notice board in the Reception Hall)

Please indicate nature of the function eg corporate event, etc and the name(s) of any guest speaker(s) invited to attend:

4. Requirements *(please tick)*

Lunch	<input type="checkbox"/>	Dinner	<input type="checkbox"/>
Reception	<input type="checkbox"/>	Buffet/Fork Supper	<input type="checkbox"/>
Wine Reception	<input type="checkbox"/>	Wine with Meal	<input type="checkbox"/>
Tea, Coffee, Biscuits	<input type="checkbox"/>	Finger Food	<input type="checkbox"/>
Bar	<input type="checkbox"/>	Bar Open from: ___:___	To: ___:___

Layout Style: Theatre Classroom Boardroom Standing Dining

Top Table	<input type="checkbox"/>	Registration Desk	<input type="checkbox"/>	Podium/Lectern	<input type="checkbox"/>
PA System	<input type="checkbox"/>	Roving microphone	<input type="checkbox"/>	Flip Chart(s)	<input type="checkbox"/>

Any other requirements *(please specify below)*

5. Rooms required for function (please tick)

- President's Hall (capacity: 200 dining, 300 conference, 400 reception) []
- Members Lounge/Blue Room (capacity: 50 dining, 60 conference, 250 reception) []
- Council Chamber (capacity: 27 seated only) - €70 per hour / €350 per day []
- Members Dining Room (capacity: 90) - €200 []
- Meeting Room 1 (capacity: 10) - €50 per hour / €250 per day []
- Meeting Room 3 (capacity: 8) - €50 per hour / €250 per day []
- Meeting Room 5 (capacity: 20) - €50 per hour / €250 per day []
- Meeting Room 7 (capacity: 10) - €50 per hour / €250 per day []

BBQ's are charged @ €500 for the hire of the Garden, Football Pitch and the *Old Library Bar & Restaurant* in the case of inclement weather conditions. []

If the Garden is booked in conjunction with the Blue Room and Members Lounge the charge is €650. []

6. Please note that with respect to bookings for the Presidents Hall, the Blue Room/Members Lounge and the Members Dining Room a non-refundable deposit of **€400** is payable with the return of the completed booking form.

I agree to be bound by the Rules and Conditions set out hereunder.

Name: _____

Address _____

Date: ___/___/___



RULES & CONDITIONS

1. With respect to bookings for the Presidents Hall, the Blue Room/Members Lounge and the Members Dining Room a non-refundable deposit of €400 must be paid with the return of the completed booking form otherwise the reservation will lapse. An Invoice will be issued after the event and payment should be made within 7 days.
2. Prices quoted are those currently in operation and are subject to change at any time.
3. Persons booking the facilities will be held responsible for any damage to property and will be required to reimburse the Society for the cost of necessary repairs. Those booking functions in the Presidents Hall should be particularly advised that the Society does not allow anything to be affixed to the walls.
4. The premises must be vacated immediately after the function ends. The organisers of the function will be responsible for ensuring this.
5. Bar facilities must close no later than 1am and all entertainment must cease when the bar closes.
6. Flowers will be provided on request, at cost.
7. Please note that all articles left after any function are left at the owners' risk. The Law Society disclaims all responsibility for articles left on the premises.
8. Please return completed form within seven days or your provisional booking will lapse.
9. While car parking is available at the Society's premises, the Society cannot guarantee availability.
10. The Society retains discretion regarding the noise level of music, time at which music is played, and may from time to time place restrictions on the location at which the music is played.
11. **Public Health (Tobacco) Acts 2002 & 2004.** You should note that guests attending functions at the Law Society are prohibited to smoke anywhere within the building. You, as organiser, will have responsibility for ensuring that your guests adhere to this. Where bar services are part of your booking if one or more of your guests smoke on the premises and persist in doing so despite requests to stop, bar staff will refuse to serve them. If this fails they have authority, once they have informed you of their intention, to close the bar and it will remain closed until those who are smoking stop doing so or leave the premises.