



LAW SOCIETY OF IRELAND

PREMISES APPLICATION FORM PRIVATE FUNCTIONS

1. Person booking facilities

Name: _____
 Address: _____

 Tel. No: _____ e-mail: _____
 Signature: _____

2. Sponsoring Solicitor (see paragraphs 1 & 4 of Rules & Conditions)

Name: _____
 Firm: _____
 Address: _____

 Tel. No: _____ e-mail: _____
 Signature: _____

3. Reception Details

Date of Function: _____ 2011 / 2012 / 2013 (Delete as appropriate)
 Reception Time – From: _____ To: _____ Number of Guests: _____

4. 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:

5. 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: ____:____

8. 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.
9. Please return completed form within seven days or your provisional booking will lapse.
10. While car parking is available at the Society's premises, it cannot be guaranteed.
11. 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.
12. **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.