



# LAW SOCIETY OF IRELAND



## Application for Wedding Reception

- 1. Solicitor sponsor**  
*(see paragraph 1 of Rules & Conditions)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No: \_\_\_\_\_

e-mail: \_\_\_\_\_

Signature: \_\_\_\_\_
  
- 2. Person booking facilities**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No: \_\_\_\_\_

Signature: \_\_\_\_\_
  
- 3. Billing Address**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No: \_\_\_\_\_

Signature: \_\_\_\_\_

**4. Reception Details**

Date of Wedding: \_\_\_\_\_ 2010 / 2011 / 2012

Wedding Ceremony time: \_\_\_\_\_ Location: \_\_\_\_\_

Reception Time - From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Guests for meal: \_\_\_\_\_ Number of Guests for "Afters" \_\_\_\_\_  
(see paragraph 8 of Rules & Conditions)

**5. Requirements (please tick)**

- |                         |     |
|-------------------------|-----|
| Sherry/Wine Reception   | [ ] |
| Drinks Reception        | [ ] |
| Buffet                  | [ ] |
| Sit Down Meal           | [ ] |
| <br>                    |     |
| "Afters" (see attached) | [ ] |
| <br>                    |     |
| Band *                  | [ ] |
| Disco *                 | [ ] |
| Flowers *               | [ ] |

*\* Please note that arrangements for flowers and band/disco must be made by you.*

**6. Rooms required for function (please tick)**

President's Hall (capacity 200) [ ] (€600), including Members Lounge)

Members Dining Room (capacity 80) [ ] (€200)

Members Lounge/Blue Room [ ] (€400)

**7. Please state the names of both persons getting married and profession.**

Bride: \_\_\_\_\_ Profession: \_\_\_\_\_

Groom: \_\_\_\_\_ Profession: \_\_\_\_\_

**8. Please note:-**

- (a) Charge for the hire of the Premises (a non-refundable deposit of €1000 is payable with the return of the completed booking form).

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

**Name:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date:** \_\_\_\_\_

## RULES & CONDITIONS

1. Weddings in Blackhall Place are permissible only when sponsored by a solicitor. In this regard you should note that you should obtain and append to this application a letter of recommendation from your sponsoring solicitor.
2. A non-refundable deposit of €1000 must be paid with the return of the completed booking form otherwise the reservation will lapse.
3. Please return completed form within seven days or your provisional booking will lapse.
4. Prices quoted are those currently in operation and are subject to change at any time.
5. Any damage caused will be the responsibility of the solicitor sponsoring the function. The sponsor will be required to reimburse the Society for the cost of repairing such damage.
6. The premises must be vacated immediately after the function ends. The organisers of the function will be responsible for ensuring this.
7. Bar facilities must close no later than 1am.
8. All entertainment must cease when the bar closes.
9. 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.
10. While car parking is available at the Society's premises, the Society cannot guarantee availability, which is subject to demand for parking due to other functions taking place.
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. Please note the rules in respect of the holding of "Afters" (*Appendix 1*).
13. **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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 1

### WEDDING RECEPTIONS

#### GUIDELINES FOR EVENING RECEPTIONS

For the comfort and safety of you and your guests using the facilities of Blackhall Place the Society requests that you observe the following rules: -

#### GENERAL

1. The total number of people attending both the wedding reception and the evening reception should not exceed 250 people.
2. The above figure may from time to time be reduced if there are other functions taking place in other parts of the building not booked by you.

#### EVENING RECEPTIONS

1. The maximum number of persons attending an evening reception should not exceed 100 persons. As already specified in 2 above this figure of 100 will have to be reduced if, for example, you have invited 200 persons to the main reception or if there are other demands on the premises.
2. A list of the persons attending the evening reception must be given to Carol O'Riordan or Aine Ryan three working days in advance of the wedding date.
3. All invitees attending the evening reception must be issued with an invitation card, which should be handed to security on the evening of the wedding.

As the safety and security of all people using the Society's premises is an essential consideration for the holding of any function, your co-operation and assistance in ensuring that the above rules are observed would be much appreciated.