



Law Society of Ireland



Meeting Room Booking Form

To: Carol O'Riordan / Deirdre Mooney Date: / /

FROM: _____ RECEIVED BY: _____

Company: _____ Date of Function: / / No of Attendees:

Address: _____ Description: _____

Telephone: _____ Start Time: : Finish Time: :

Council Chamber Boardroom Style – 27 seated. [] (€70 per hour / €300 per day)

Projection Screen [] Flip Chart [] Registration Desk outside door []

Blue Room & Members Lounge Dining – 50 [] (€400 per day)

Theatre Style – 60 []

Reception (Standing) – 250 []

Top Table [] Lectern [] Registration Desk [] PA System []

Projection Screen [] Roving Microphone [] Flip Chart [] Backdrop []

Members Dining Room Dining – 90 seated [] (€200)

Meeting Rooms Room 1 – Seated 10 [] Room 3 – Seated (Round Table) 8 []

Room 5 – Seated 20 [] Room 7 - Seated (Round Table) 10 []

(All room €35 per hour or part thereof)

Catering & Bar Requirements

Tea/Coffee & Biscuits [] Lunch [] Salad Plate [] Wine with meal []

Mineral Water [] Buffet Lunch [] Other _____

Sandwiches [] Buffet Dinner [] Bar _____

Finger Food [] Wine Reception [] From: : To: :

Special Requirements:

Please indicate who will liaise with the catering/bar/premises staff regarding final numbers, special instructions etc. and please sign below.

Contact: _____ Telephone: _____ Fax: _____

(BLOCK CAPITALS)

Signed: _____ Dated: / /

Post to: Main Reception, Law Society of Ireland, Blackhall Place, Dublin 7 or Fax to: (01) 672 4801.

Cancellation: If you wish to cancel this booking you should notify the Law Society not less than 72 hours in advance otherwise you will be liable for the cost of hire of the room you have booked.

