



MEMORANDUM

TO

DATE February 2022

FROM Cillian Mac Domhnaill

RE Room Hire – external bookings

Deposits

It is our standard policy to insist on a booking deposit for the Presidents' Hall and Members area. We do not do this in relation to the booking of consultation rooms/Council Chamber. Non-refundable deposits of €1,000 should be obtained for all functions including weddings.

While we describe the booking deposits as non-refundable, we will look sympathetically at cases where we were given at least one month's notice of cancellation. This would depend on all the circumstances.

1. Presidents' Hall (capacity dinner, seated 200 / theatre style 300 / classroom style 120)

	½ day rate	Full day rate
a) Corporate function – with catering (lunch or dinner)	€550	€1000
b) Corporate function – without catering	€700	€1,250
c) Hibernian Catch Club		€500
d) Wedding reception		€600
e) Council/Committee member holding commercial function		€600
f) Council/Committee member holding private function		0

2. Lecture Theatre (capacity 280) – limited availability

€600 €1,000

3. Meeting room (capacity Room 1, 10 / Room 3, 8 / Room 5: 20 / Room 7: 10)

a) For meetings (per hour or part thereof)	€50
b) For meetings (per day)	€250

4. Education Centre (CPD rooms & seminar room 6)

a) Any one room for meeting (per hour or part thereof)	€50
b) Any one room for meetings (per day) 17 people, Tutorial style	€250
c) Combined rooms - 2 CPD + seminar room 6 (per hour or part thereof)	€100
d) Combined rooms – 2 CPD + seminar room 6 (per day)	€500
e) James O'Sullivan room	€700
f) Dominic Dowling room	€400

5. Green Hall

Green Theatre – capacity 135	€400	€800
Meeting room – capacity 20		€250
Meeting Room (per hour)		€50
IT Room		€1,000

6. Council Chamber (capacity – 27 seated around table)

Meetings		€400
Meetings (per hour or part thereof)		€75

7. Members Lounge / Blue Room – minimum €130 or €2 per person (capacity – wine reception 250/buffet 180-200)

a) Commercial functions (including book launch)	€400
b) Commercial reception for member	€400
c) Private function for member	€200

Blue Room in conjunction with Presidents' Hall – no extra charge

Blue Room/Lounge (if only used incidentally to other functions – no extra charge)

8. Dining Room (capacity – 90 seated)

a) Commercial function (minimum €130 or €2 per person)	€200
b) Private function	€200

9. Old Library Bar

Old Library Bar only	€500
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The availability of this location should be mentioned to potential clients where appropriate particularly where there is a garden party. It should be mentioned that this area could be used as an overflow or a later in the evening location.

10. Barbecue

a) Garden only	€600
b) Garden & old library bar	€800
c) Garden & Blue Room	€800

Note: only Arthur Cox can bring their own food

Equipment

The Society will provide:

- Flip chart
- PA and roving microphone
- Screens
- LCD projector (Presidents' Hall only)

The following are **not charged** for room hire:

- DSBA (Dublin Solicitors' Bar Association)
- SMDF
- Local Authority Solicitors Association
- SADSI
- Institute of Legal Accountants
- Society of Young Solicitors
- Sports Against Racism in Ireland (SARI)
- CLASP (Concerned Lawyers Against Social Poverty)
- CPSSA
- Irish Rule of Law (IRLI)
- Refugee Lawyers Association
- Volunteer community groups in the area (minimum charge for Presidents' Hall. No charge for meeting rooms)
- SBA (Solicitors' Benevolent Association)
- State Solicitors
- Irish Refugee Council.
- Irish Women Lawyers Association (IWLA)

The following **are charged** for room hire:

- Rent Tribunal
- Revenue Sheriffs
- Legal Aid Board State Solicitors Association
- County Registrars Association