

Guidelines for hiring the Rotunda in City Hall Dublin

“City Hall Dublin — one of the city’s most iconic and historic buildings”

“A unique venue for your special event”

Contact

Please contact us to book your introductory site visit

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History of City Hall

Built between 1769 and 1779, City Hall is a magnificent example of Neoclassical architecture in Dublin. One of the most stylish venues in the city, it has been beautifully restored to its original architectural splendor and provides a unique and stylish location for

your corporate event. The Rotunda offers a beautiful space full of old-world sophistication and charm. Elegant statues surround the marble floor beneath a stunning gold-leaf dome. Exquisite craftsmanship is found throughout the building that is second to none.

A protected historic structure, City Hall has been beautifully maintained for future generations to enjoy. Situated in the heart of the city, it is the perfect location for your event and we offer guidance and expert care throughout the booking process.

Venue Hire Details

Services Included

- Introductory site visit with our events team
- A dedicated member of staff during your event
- 200 Chairs
- PA system
- Security personnel
- Electrician
- Lectern
- 5 dressed trestle tables

Hire Cost

- €2,500 (inclusive of 23% VAT) for the first 2½ hours
- €4,000 (inclusive of 23% VAT) for over 2½ hours

Capacity

- 180 seated conference style
- 150-180 seated banquet style
- 300 drinks reception/ cocktail party style

Event Checklist

- **Pay**
 - €750 deposit
- **Book**
 - Site meeting with City Hall
- **Submit to City Hall**
 - Booking form
 - Public liability insurance
 - Detailed running order
- **Select**
 - Catering
 - Contractors for AV or PA
 - Health & Safety Rep
- **Specify**
 - Electrical requirements
- **Schedule**
 - Sound check
- **Agree**
 - Delivery times

What You Need To Know

Protecting The Building

City Hall is a magnificent 18th-century building, beautifully restored and carefully preserved. It is important that it is protected and maintained for future generations to enjoy. Please ensure that contractors working on your behalf do not cause any damage to the building. To this end, please ensure that contractors adhere to the guidelines set out in this brochure.

Any building damage costs will be passed on to the event organisers.

Health & Safety

You must nominate a person to act as Health and Safety representative and they should liaise with the City Hall staff member at the event.

The Health and Safety representative must make a safety announcement at the start of the event to inform guests that the building is a no-smoking zone and to point out the fire exits and assembly point in the event of a fire. City Hall will provide you with the safety notice.

An evacuation procedure will be discussed prior to your event for the safe evacuation of guests in the event of an emergency.

An event guest list should be provided to City Hall prior to the event.

Insurance

Public liability insurance must be produced one month before the event and must indemnify Dublin City Council for €6.5million euros. Failure to produce this insurance will result in cancellation of the event and no further arrangements will be made until it has been received.

Insurance Checklist

1. All correspondence must be on your Insurance company's headed paper.
2. The insured third party must be named.
3. The policy number must be quoted.
4. The wording must state that the policy indemnifies Dublin City Council specifically in respect of public liability insurance for €6.5 million euros.
5. The period of cover must be stated on the policy.
6. The insurance will not be accepted unless it contains all of the above.

Planning Your Event

Your Event Plan

To ensure the smooth and efficient running of your event, we require a detailed event plan that includes set-up/take down timings and contact details of caterers and contractors e.g. AV/PA company etc.

The event plan allows us to establish your set-up/take down requirements, including equipment deliveries and seating/catering arrangements. **Out-of-hours access incurs an additional cost.**

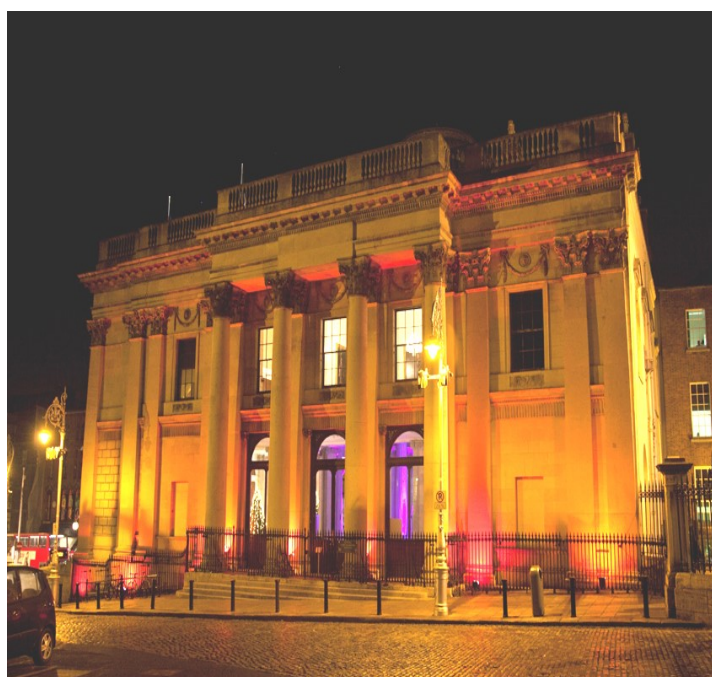
City Hall is a public building and any closures to the Rotunda for an event must be pre-arranged with City Hall. We will schedule your deliveries and sound checks to ensure that you are fully prepared.

Deliveries

All deliveries are via the Castle Street side entrance (*when facing the building, the door round to the right-hand side*) and must be stored in a safe and tidy manner.

Out-of-hours Collections

Subject to prior agreement, event equipment stored overnight in City Hall must be collected before 8.30am the morning after the event.



Catering Guidelines for The Rotunda



Many different caterers have worked in City Hall over the years and are familiar with our guidelines. You are free to choose your own catering company but please ensure they are familiar with the requirements below. Please let us know if you require a list of catering companies who have worked onsite recently.

Catering Guidelines

You must provide your caterer with the following guidelines before the event, whether or not they have used City Hall before.

- ◆ **Cooking is not permitted on site**, but food can be re-heated. Gas cylinders are not permitted.
- ◆ Deliveries are accepted only by prior arrangement and City Hall accepts no responsibility for them.
- ◆ Please inform City Hall staff about the wattage required and whether single or three-phase is needed. Our electricians require this information in order to set up.
- ◆ Bar and catering staff must provide their own tables, cloths and floor mats with a rubber base for all areas of food/drink preparation and serving. Mats must be placed in front of and behind the bar serving table to protect the delicate 18th-century floor from spillages.
- ◆ The serving of alcohol is permitted with the exception of draught beer.
- ◆ For health and safety reasons, it is the caterer's responsibility to ensure drinks are not brought on to the stairs by guests.
- ◆ Floating bar staff must be provided to collect glasses and bottles during the event. **All spillages must be cleaned up immediately with a damp cloth.** The use of cleaning agents or abrasive substances is not permitted on the delicate floor.
- ◆ City Hall does not have the facility to store refrigerated items .
- ◆ Directions from Dublin City Council staff & electricians must be followed.
- ◆ **All equipment, refuse, glasses, bottles etc. must be removed from the premises following the event, otherwise, penalties may incur.**

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Protecting City Hall

From the moment you step into the magnificent entrance hall of City Hall, you will become part of the history of the building's timeless and elegant beauty. In the interest of preserving this beauty for others to enjoy, please see below some do's and don'ts to follow for your event

Do:

- ◆ have a representative on-site prior to your event to make those important last-minute decisions;
- ◆ contact us prior to your event about photographers and filming;
- ◆ ensure all equipment is lifted across the floor or on rubber

wheels to avoid scrapes;

- ◆ keep all beverages in the Rotunda, the stairs can be so slippery!
- ◆ tidy your equipment away after your event and collect it the following morning by 08.30am;
- ◆ show courtesy to City Hall staff;
- ◆ check out our Pinterest and Instagram accounts for inspiration.

Don't:

- ◆ have any balloons or inflatable decorations (*strictly prohibited*);
- ◆ stick anything to the walls or floor. Masking or duct tape, blu tac, sellotape etc. must not be used. Try a freestanding display instead.
- ◆ dance, as the marble floor is priceless and can be easily damaged;
- ◆ smoke or vape in the building.