



2010 MEETING ROOM BOOKING FORM SHAW ROOM

DUBLIN WRITERS MUSEUM
18 PARNELL SQUARE, DUBLIN 1
www.writersmuseum.com
writers@dublintourism.ie

The Shaw Room (26 x 31.5 feet) is a bright and comfortable meeting room ideal for business meetings, launches, seminars, workshops or any informal occasion.

If you would like to view our facilities please contact the Manager at the above address or telephone 01.8722077.

***Hire Options:** **Theatre style meeting** **capacity: 60**
 Boardroom style meeting **capacity: 25**

Contact Name: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

***Hire Option:** _____

Day: _____ Date: _____ Year: _____

Time: Start _____ Finish _____

Number of attendees: _____

FACILITIES AVAILABLE (Please tick facilities required below)

1 PA system		1 LCD Projector This projector can display resolution 640*480 to 1024*768	
1 Lectern			
1 Television/Video		Mobile Broadband Available (tick if required)	
1 Slide Projector		Signing-in table	
1 Overhead Projector		Top Table	
1 Flip Chart		Other (please specify)	
1 Screen			

The above equipment is subject to availability and may incur extra charges. Please check with the Manager in advance for further information.

10am-1pm €180.00

2pm-5pm €180.00

10am-5pm €265.00

(Roomhire rates are subject to VAT at a rate of 13.5%)

TERMS AND CONDITIONS OF ROOM RENTAL

Please return this completed booking form as confirmation of your booking to the Manager. Booking forms must be received at least 4 weeks prior to the date booked.

A deposit of €100 is required with all booking forms. In the event of a cancellation deposits are not refundable unless the room is subsequently resold. Where a room is cancelled 48 hours prior to the date that the room has been booked the deposit will not be refunded.

The client will be invoiced in full for the full amount if the room is cancelled within 48 hours of the date on which it was booked.

The final account must be paid on departure.

If you require catering, please state at the time of booking. All catering costs will be passed through to the client. We supply clients when booking with our catering menu. All catering arrangements can be made directly with Chapterhouse Café.

The room must be used for the purpose stated when the booking was made. For safety reasons and fire regulations, the maximum number of people that each room can accommodate is as follows:

Shaw Room 60 pax; Beckett Room 100 pax; Gallery of Writers 100 pax

Please note that prior arrangements must be made in advance should you require the facilities outside the museum business hours (see below). However, an additional fee of €150 per hour, or part thereof will be applied to your final account.

Please note that you must vacate the meeting room 15 minutes prior to the Museum's closure and that any equipment belonging to you must also be removed at this time.

The opening hours of the Dublin Writers Museum are as follows:

January – December, Monday – Saturday 10am -5pm, Sunday & Public Holidays 11am-5pm

The client will take every precaution not to damage the property of the organization; the client will be responsible for any such damage caused to the property during the booking. The client will ensure that nothing is fixed to the floors, walls, ceilings and damage caused by such instances will be charged to the client.

We advise that no personal items be left in the meeting room while unattended. Please ask a member of staff to lock the meeting room if & when required. The Dublin Writers Museum accepts no responsibility for the loss of any articles left in the room at any time.

Pursuant to the provisions of the Occupiers Liability Act 1995, The Dublin Writers Museum, as the occupier of the premises the subject matter of this agreement, shall accept no liability whatsoever in the event of any loss or injury to any person whilst the room is occupied by the hirer and puts you on notice that the occupier's obligations under section 3 of the Act have been restricted to the extent permitted by section 5 of the Act.

General courtesy and safety are required. Individuals responsible for the meeting should be sure all attendees know where fire exits are located.

Signature by the client shall constitute the acceptance of the stated arrangements and the terms and conditions therein.

Thank you for choosing the Dublin Writers Museum.

Client

Signature: _____

Date: _____

Nyrée Landry, Operations Manager, Dublin Writers Museum