

CONTACT \_\_\_\_\_ DATE OF FUNCTION    /    /

COMPANY NAME \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

TIME REQUIRED    START TIME \_\_\_\_\_ FINISH TIME \_\_\_\_\_    HALF DAY  FULL DAY  HOURS \_\_\_\_\_

	YES	NO	TIME	
CATERING REQUIRED	<input type="checkbox"/>	<input type="checkbox"/>		NO. OF PEOPLE _____
TEA/COFFEE	<input type="checkbox"/>	<input type="checkbox"/>	_____	
LUNCH	<input type="checkbox"/>	<input type="checkbox"/>	_____	

SPECIAL DIETARY REQUIREMENTS \_\_\_\_\_  
eg vegan, vegetarian, halal, coeliac. Please specify numbers.

ROOM NAME	ROOM SET UP	CAPACITY	PRICE PER HOUR	PRICE PER HALF DAY	PRICE PER FULL DAY
MARIA CREIGHTON ROOM	MEETING ROOM /CLASSROOM	50-60	€55	€190	€350
BOARDROOM	BOARDROOM	6-8	€25	€95	€170

HALF DAY	FULL DAY
9am - 1pm	9am - 5pm Fridays Close at 4pm
Or 1pm - 5pm	

All prices are subject to a 10% service charge and VAT.

**ROOM REQUIRED**

Maria Creighton (located on 2<sup>nd</sup> floor)       Boardroom (located on 3<sup>rd</sup> floor)

**ROOM SET UP (MC ROOM ONLY)**

	Yes	No	
Theatre / Classroom	<input type="checkbox"/>	<input type="checkbox"/>	(up to 50 people)
Semi Circle	<input type="checkbox"/>	<input type="checkbox"/>	(up to 30 people)
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Early starts and late finishes can be accommodated on request. The hourly rate will apply for every hour or part thereof before or after the core hours stated above.

Prices are based on room hire and not the number of delegates.

The use of all AV equipment and flipchart paper are included in the price.

**CATERING**

If you require catering, please state at the time of booking. All catering costs will be passed through to the client.

Maria Creighton Room Specifications:

- Drop down projector screen 200 x 200
- Ceiling mounted LCD projector with remote
- High quality ceiling mounted stereo speakers and PA system
- Lapel microphone
- Clicker for PowerPoint presentations
- Video player with remote
- Flip charts and pens
- High specification chairs with removable writing tablets
- Panel table
- Kitchen facilities off room
- Catering available on request
- Podium for speeches and presentations
- Overhead projector - for use with transparencies

Ideal For:

- Large or small meetings
- Training sessions
- Audio visual presentations
- Interviews

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How did you hear of our meeting rooms for hire?

Word of mouth

Activelink Website

B\*OPEN Magazine

Advertisement  (Please state where) \_\_\_\_\_

Other  (Please explain) \_\_\_\_\_

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**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

*(signing the above also confirms you have read our Terms and Conditions on page 4)*

Please email this booking form to OPEN at [roombooking@oneparent.ie](mailto:roombooking@oneparent.ie) or fax to 01 814 8890.

*If you feel there are any additional requirements - please detail below.*

*For Office Use Only:*

Invoice No.: \_\_\_\_\_ Payment Received: \_\_\_\_\_



## **FACILITIES & SERVICES**

OPEN, is a network of lone parent member groups in Ireland. Our national centre is located in 7 Red Cow Lane, Smithfield, Dublin 7. The contact number is 01 814 8860, fax number is 01 814 8890 and email is [roombooking@oneparent.ie](mailto:roombooking@oneparent.ie).

### *Training Rooms*

Our two training rooms are located at our national centre in Smithfield. As well as providing training programmes to members of the OPEN network, OPEN hire out the training rooms to organisations in the community and voluntary sector and the public and private sector. These rooms are maintained to a high standard and are very cost effective.

We provide all the AV equipment needed for your booking, so please book in advance to ensure equipment is set up prior to arrival.

We also provide flip chart paper and markers free of charge.

### *Bathroom Facilities*

Second Floor – Wheelchair accessible unisex bathroom and male bathroom. Third Floor – Unisex bathroom

### *Kitchen Facilities*

We provide the equipment required for all your catering needs, tea & coffee (at a nominal charge), crockery and cutlery. We supply all guests when booking with our catering menu, and we can cater for any diet.

There is an off-room kitchen available for use with the Maria Creighton Room and kitchen facilities in the Boardroom.

## **TERMS & CONDITIONS**

1. All enquiries for room booking should be made through room booking email at [roombooking@oneparent.ie](mailto:roombooking@oneparent.ie) or reception at 01 814 8860. On receipt of an enquiry, the client will be sent a booking form, a map and directions to the OPEN national centre, a list of facilities and services and terms and conditions.
2. The booking form along with terms and conditions should be completed in full, signed and returned to [roombooking@oneparent.ie](mailto:roombooking@oneparent.ie) or faxed to 01 814 8890 or by post to OPEN, 7 Red Cow Lane, Smithfield, Dublin 7. On receipt of the booking form, you will be sent a confirmation of your booking by email.
3. In the event of a room being booked to host interviews, it is the responsibility of the client to ensure interviewees or guests are assisted to and from the reception area.
4. The OPEN reception area and other common areas may not be used for meetings, or for making and receiving calls.
5. It is the responsibility of the client to ensure all attendees are advised of the location of the OPEN national center. This can be done by circulating the map by email, post or fax.
6. On entering OPEN reception, all clients are obliged to sign our guest register.
7. We operate a non smoking policy in the OPEN national centre.
8. The client will take every precaution not to damage property of the organisation; 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 (by nails, screws, tape, drawing pins) and damage caused by such instances will be charged to the client.
9. It is the responsibility of the client to ensure all their belongings are taken with them at the end of their booking. Any paperwork left behind will be discarded.
10. All prices are subject to a 10% service charge and VAT.
11. Cancellation Policy: 7 days, 100% charge of room hire.
12. Catering costs will be passed on the client. Any concerns/queries regarding ingredients will be addressed by the catering company.
13. OPEN reserves the right to cancel and/or relocate any booking up to 2 weeks prior to date of booking.
14. Payment on receipt of Invoice.