



GLASNEVIN MUSEUM

AN INTRIGUING JOURNEY THROUGH IRELAND'S PAST



PRIVATE HIRE BOOKING FORM

contact details

Client Contact:	
Direct Tel:	
Mobile	
E-mail:	
Fax:	
Address:	
Event contact:	

event details

Event Date:			
Museum Location:		# of Guests:	
Event Style:			
Event Timetable: (Arrival & Departure Times to be included)			
Tech Requirements:			
Tour / Museum Requirements:			
Hire Cost:			
Catering Requirements: (Invoiced Separately)			



GLASNEVIN MUSEUM

AN INTRIGUING JOURNEY THROUGH IRELAND'S PAST

PRIVATE HIRE TERMS & CONDITIONS

1. Bookings can only be considered as confirmed when a Glasnevin Museum Booking Form has been completed and signed by the client and Museum Manager/ Supervisor.
2. Please note that a minimum of 2 hours is required for the use of all rooms at the time of booking (not including set up or decommission).
3. Rates are based on availability outside public opening hours (with the exception of The O'Connell Boardroom) and are calculated from 6pm until close of event.
4. The Tower Cafe can be reserved after 5pm for dinner (menus on request). Minimum booking 50, Maximum 80
5. With Taste are the caterers of choice at Glasnevin Museum, a representative from With Taste can meet you on request to discuss your needs and requirements
6. Entry to Exhibition or Guided Tours of Glasnevin Cemetery can be built into your itinerary at a separate cost (group booking discounts will apply).
7. The event / meeting booker will arrange the programme of events in such a way that the premises will be vacated by the invitees at the agreed time.
8. Any time over and above the agreed period will incur extra costs at an hourly rate based on the overall fee.
9. Glasnevin Trust will not accept responsibility for articles misplaced on the premises.
10. Own lap top computer to be used where needed and is advised to run through all presentations in advance of the actual event. Responsibility for this lies with the booker.
11. External services can be organised at an additional cost. 3rd part services need to be invoiced directly to the client.
12. Glasnevin Museum is not in a position to accept delivery of goods requiring a signature / payment from our team members.
13. In certain circumstances Venue Hire payment may be requested in advance.
14. Registered Charities receive a 15% discount on Venue Hire for Events. CHY Number must be provided on the Booking Form.
15. All rates are VAT exclusive
16. All Hires subject to availability.

Signed on behalf of Glasnevin Museum

Position

Date

Signed on behalf of Client

Position

Date



Glasnevin Museum Glasnevin Cemetery, Finglas Road, Dublin 11

T + 353 1 8826550

museum@glasnevintrust.ie

booking@glasnevintrust.ie

www.glasnevinmuseum.ie



Find us on Facebook and join the conversation on Twitter

Glasnevin Trust is a not for profit organisation, charity number 5849. All purchases go towards the upkeep of Glasnevin Trust Cemeteries.