

TCD Rooms/Venues available via Enquiries Office

Contact either Enquiries Office at [enquiries@tcd.ie](mailto:enquiries@tcd.ie) or Central Societies Office (CSC) at [enquiries@csc.tcd.ie](mailto:enquiries@csc.tcd.ie) as appropriate, according to list below

ROOM AVAILABLE	CAPACITY/ FACILITIES	RESTRICTIONS	BOOKING PROCESS
Eliz Rooms	Meeting room with adjoining kitchen. Meeting capacity: 20 Reception capacity: 30	<b>May be used for receptions.</b> Apply to Junior Dean for permission.	For bookings before 5pm ask <b>the CSC</b> For bookings after 5pm contact the <b>Enquiries Office.</b>
Room 50, The Atrium	Room suitable for classes, workshops, meetings, small events and receptions. Capacity: 50	<b>May not be used for receptions.</b>	Contact <a href="#">Enquiries Office.</a>
Meeting Room 3, The Atrium	Committee meeting room exclusively for society use. Capacity: 20	<b>May not be used for receptions.</b>	Contact <b>CSC.</b>
The Arts Building	Lecture theatres* and smaller rooms available for booking. Min. capacity: 12 Max. capacity: 406	<b>May not be used for receptions.</b>  *Larger lecture theatres may need to be booked far in advance.	Contact <b>Enquiries Office</b> for allocation and booking. Allocation of rooms will depend on the numbers attending.
Goldsmith Hall	Lecture theatre available for large talks or conventions. Capacity: 430	<b>May not be used for receptions.</b> No teas/coffee permitted	Contact <a href="#">Enquiries Office.</a>
Aras an Phiarsaigh	Medium sized rooms available. Min. capacity: 22 Max. capacity: 60	<b>May not be used for receptions.</b>	Contact <a href="#">Enquiries Office.</a>
The Hamilton Building	Lecture theatres and smaller rooms available for booking. MacNeill theatre capacity: 298 Joly theatre capacity: 200 Maxwell theatre capacity: 98	<b>May not be used for receptions.</b> Use of the concourse requires permission from the Head of Facilities.	Contact <b>Enquiries Office</b> for allocation and booking. Allocation of rooms will depend on the numbers attending.
The Graduates' Memorial Building (GMB) Chamber	Chamber (ground floor) Capacity: 200	<b>May not be used for receptions.</b> Unavailable Mondays, Wednesdays and Thursday evenings. Booking must	Contact <b>Enquiries Office</b> for booking. Booking must be approved by President/Auditor of the Phil/Hist.

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The Phil & The Hist Conversation Rooms <a href="mailto:president@tcdphil.com">president@tcdphil.com</a> <a href="mailto:auditorhist@gmail.com">auditorhist@gmail.com</a>	Conversation rooms (ground floor and first floor) may be used with the permission of the relevant society. Phil conversation room capacity: 80 Hist conversation room capacity: 80	<b>May be used for receptions.</b> Booking must be approved by President/Auditor of the Phil/Hist (depending on which room). Apply to Junior Dean for permission.	Contact <b>Enquiries Office</b> , Bookings must be approved by the President/Auditor of the Phil/Hist (depending on which room).
The Resource Room (3rd Floor, GMB)	Small library available as a meeting room. Capacity: 25	<b>May not be used for receptions.</b> Booking must be approved by President/Auditor of the Phil/Hist.	Contact <b>Enquiries Office</b> for booking. Booking must be approved by President/Auditor of the Phil/Hist.
The Examination Hall	Large flat floored room Capacity: 450	<b>May not be used for receptions.</b>	Contact <a href="#">Enquiries Office</a>
Regent House	Large flat floored room Capacity:150	<b>May not be used for receptions.</b>	Contact <a href="#">Enquiries Office</a>
Arts Building concourse	Stands for bake sales or to hand out information	<b>May not be used for receptions.</b>	Contact the attendants in the Arts building if the event is for an information stand. For a bake sale, permission from the Junior Dean is required.
Hamilton Building concourse	Stands for bake sales or to hand out information	<b>May not be used for receptions.</b>	Contact the attendants in the Arts building if the event is for an information stand. For a bake sale, permission from the Junior Dean is required

**Note:** a student club or society should request the Junior Dean's permission if they wish to hold an event that includes a food or drink reception and/or an activity e.g. any fundraising activity, a dance/concert, outdoor event: 'fun run'. Please also note that a student club or society should request the Junior Dean's permission to hold an off-campus event e.g. 'a ball in the Mansion House'.

The student club/society should follow the steps on the Events Checklist, located on the Junior Dean's webpage and then submit the event application form:  
[http://www.tcd.ie/Junior\\_Dean/events/checklist.php](http://www.tcd.ie/Junior_Dean/events/checklist.php)

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The student club/society should provide the Junior Dean's Office ([cdeans@tcd.ie](mailto:cdeans@tcd.ie)) and the Enquiries Office ([enquiries@tcd.ie](mailto:enquiries@tcd.ie)) with evidence of: the relevant room/venue reservation and that the appropriate catering, insurance, safety and stewarding arrangements are in place. It is the Event Organiser's responsibility to provide this information to the Junior Dean's Office ([cdeans@tcd.ie](mailto:cdeans@tcd.ie)), otherwise permission to proceed will not be issued.