

**TCD Rooms/Venues available for Events – booked via Room Owner**

<b>ROOM AVAILABLE</b>	<b>CAPACITY/ FACILITIES</b>	<b>RESTRICTIONS</b>	<b>BOOKING PROCESS</b>
Trinity Chapel		<b>May not be used for receptions.</b>	Contact <a href="mailto:chaplains@tcd.ie">chaplains@tcd.ie</a>
Players' Theatre		<b>May not be used for receptions</b>	Contact <a href="mailto:chair@duplayers.com">chair@duplayers.com</a>
Samuel Beckett Theatre		<b>May not be used for receptions</b>	Contact Francis Thackaberry <a href="mailto:fthackab@tcd.ie">fthackab@tcd.ie</a>
The GSU Common Room, House 6	The Graduate Common Room is a spacious and convivial area reserved for postgraduate students. The Common Room may be booked for evening events. Capacity: 50 Available from 7.30pm	<b>May be used for receptions.</b> Subject to availability, permission must be received from the GSU and a society may use it once per calendar month in the term. Apply to Junior Dean for permission	Society 'Membership' of the Common Room may be 'purchased' for a deposit cheque of €200 and a fee of €50 per term. Member societies may book the common room via <a href="mailto:vicepresident@tcdgsu.ie">vicepresident@tcdgsu.ie</a>
The Global Room	Cap: 100 standing HD screens, microphones, laptop, satellite TV, tables, chairs, couches available	<b>May be used for receptions.</b> Apply to Junior Dean for Event Permission.	Contact <a href="mailto:TCDGlobalRoom@tcd.ie">TCDGlobalRoom@tcd.ie</a>
Seomra na Gaeilge	Cap: 50 Facilities: chairs, library, kitchenette area (no cooking or heating facilities).	<b>May be used for receptions –</b> However only Irish language events are permitted. Apply to Junior Dean for Event Permission.	Contact Aonghus Dwane at <a href="mailto:gaeloifig@tcd.ie">gaeloifig@tcd.ie</a>
The House of Lords		Booking to be made 2 weeks in advance, with details of the speaker and event, plus full names of persons attending if outside bank opening hours.	Booked through Bank of Ireland - <a href="mailto:John_A.mcgrath@boi.com">John_A.mcgrath@boi.com</a> or <a href="mailto:ronan.mccoy@boi.com">ronan.mccoy@boi.com</a> with details on the event, number of expected attendees, the topics/speakers covered

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		Strictly limited to a number of events per annum.	and time and date needed.
The Science Gallery			Contact <a href="mailto:hire@dublin.sciencegallery.com">hire@dublin.sciencegallery.com</a> They offer 50%off for TCD students.

**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)

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.