



# Where industry, innovation, and community meet

Modern, flexible spaces in the heart of Trinity's innovation ecosystem — perfect for conferences, workshops, networking, and gatherings that inspire connection and impact.

[ENQUIRE NOW](#)



# Our Spaces

Designed to foster innovation and collaboration

## Find the perfect space



[LEARN MORE](#)

### Main Space

#### Portal, Trinity Business School

Capacity: 150 (Theatre) / 100 (Workshop) / 180 (Reception)

- Led screen (32:9, 7 x 1.9 metres)
- Multiple mics & speakers
- Video conferencing cameras
- Flexible layouts
- Full catering permitted — to be arranged by the hirer

**€1.800 + VAT**  
(half-day)

**€3.000 + VAT**  
(full day)



[LEARN MORE](#)

### Classroom 115

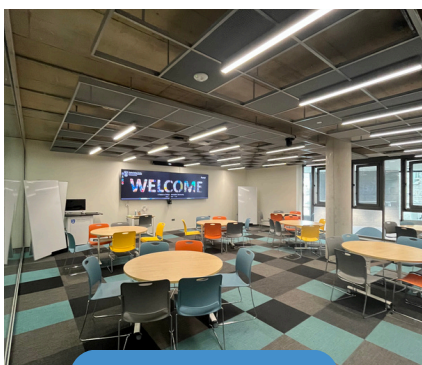
#### Portal, Trinity Business School

Capacity: 42 (Workshop Style)

- In-built PC
- Double screen (32:9 aspect ratio, 2 x 4K HD)
- Video conferencing cameras
- 2 whiteboards
- Tea/coffee service permitted — to be arranged by the hirer

**€400 + VAT**  
(half-day)

**€600+ VAT**  
(full day)



[LEARN MORE](#)

### Classroom 119

#### Portal, Trinity Business School

Capacity: 42 (Workshop Style)

- In-built PC
- Double screen (32:9 aspect ratio, 2 x 4K HD)
- Video conferencing cameras
- 2 whiteboards
- Tea/coffee service permitted — to be arranged by the hirer

**€400 + VAT**  
(half-day)

**€600 + VAT**  
(full day)

Ready to book?

[ENQUIRE NOW](#)





# Main Space

Ideal for conferences, workshops, networking

## Learn more

Located on the first floor of Portal at Trinity Business School, the Main Space is a bright and flexible venue ideal for conferences, workshops, networking receptions, and hybrid events. It accommodates up to 150 in theatre style, 100 in workshop style, or 180 standing.

The space features a led screen (32:9, 7 × 1.9 metres), four handheld microphones, two lapel microphones, speakers, and video conferencing cameras.

As the main display operates via an inbuilt PC, personal laptops and USB devices cannot be connected — presentation files must be accessed through your cloud service (e.g., SharePoint, OneDrive, Google Drive). We recommended you to check with your organisation for any security restrictions.

Additional side screens (65"), typically used to display event agendas, can be connected to your own laptop via HDMI for the duration of your event.

The first floor lobby may also be used as a registration area to welcome guests before or during your event. This would need to be agreed at the time of booking.

Full catering is permitted in the Main Space.

Portal does not arrange catering, however please refer to our approved supplier list [here](#)



Whiteboards



Internet



Microphones



Catering



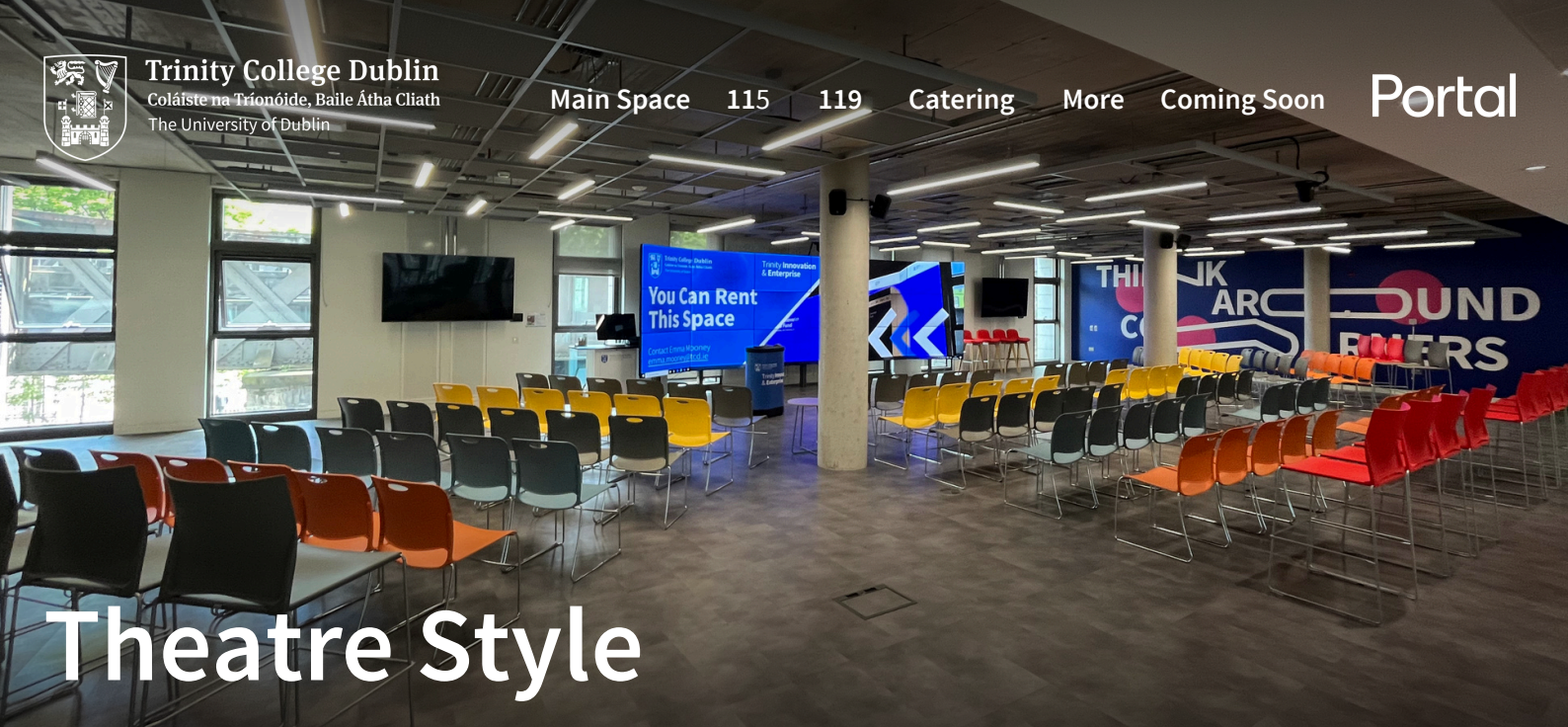
Flexible Layout

**€1.800 + VAT**  
(half-day)

**€3.000 + VAT**  
(full day)

[ENQUIRE NOW](#)





# Theatre Style



# Workshop Style



# Catering/Networking Area





# Classroom 115

Ideal for workshops, seminars, and collaborative meetings

## Learn more

Located on the first floor of Portal at Trinity Business School, Classroom 115 is a bright, modern space for workshops, seminars, and collaborative meetings. It seats up to 42 in workshop style, with seven round tables and a lecturer's table.

The room features a built-in PC with a dual-screen display (32:9, 2 x 4K HD) and video conferencing cameras. As it is inbuilt, personal laptops and USB devices cannot be connected — files must be accessed via your cloud service (e.g., SharePoint, OneDrive, Google Drive). We recommend you to check with your organisation for any security restrictions.

Food is not permitted in the classroom, however a dedicated area outside the room can be used for catering.

Portal does not arrange catering, however please refer to our approved supplier list [here](#)



Whiteboards



Internet



Tea & Coffee



Catering



Flexible Layout

€400 + VAT  
(half-day)

€600 + VAT  
(full day)

[ENQUIRE NOW](#)





# Classroom 119

Ideal for workshops, seminars, and collaborative meetings

## Learn more

Located on the first floor of Portal at Trinity Business School, Classroom 115 is a bright, modern space for workshops, seminars, and collaborative meetings. It seats up to 42 in workshop style, with seven round tables and a lecturer's table.

The room features a built-in PC with a dual-screen display (32:9, 2 x 4K HD) and video conferencing cameras. As it is inbuilt, personal laptops and USB devices cannot be connected — files must be accessed via your cloud service (e.g., SharePoint, OneDrive, Google Drive). We recommend you to check with your organisation for any security restrictions.

Food is not permitted in the classroom, however a dedicated area outside the room can be used for catering.

Portal does not arrange catering, however please refer to our approved supplier list [here](#).



Whiteboards



Internet



Tea & Coffee



Catering



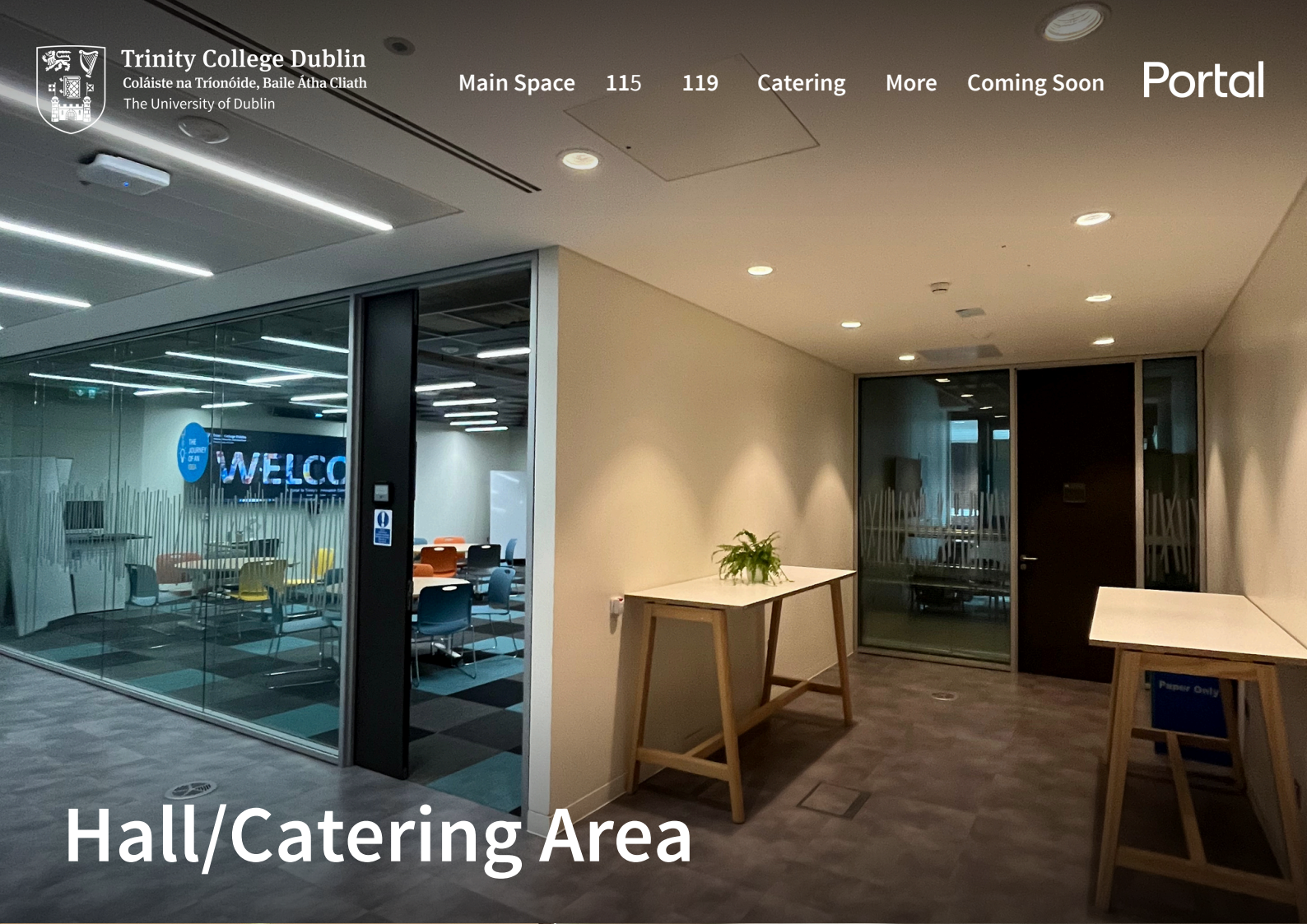
Flexible Layout

€400 + VAT  
(half-day)

€600 + VAT  
(full day)

[ENQUIRE NOW](#)





Hall/Catering Area



Lobby/Catering Area





# Catering

Work with our approved caterers to deliver quality service for your event

## Delivered Catering Services

### Events and Buffet

**Delivered catering services for events within Trinity's main campus and satellite sites.**

The following suppliers are now available to supply delivered catering services for Evening Events and Buffets with the Trinity campus and satellite sites.

For **Evening Events and Buffets** please contact the suppliers directly with all requirements to obtain quotes and pricing.

#### **Sweet Cicely (Available for meetings and evening events and buffets)**

Contact: Siobhan Monaghan  
Email: [info@sweetcicely.ie](mailto:info@sweetcicely.ie)  
Phone: 01 2573770  
Website: [www.sweetcicely.ie](http://www.sweetcicely.ie)

#### **Kevin Commins | KC Deli (Available for meetings and evening events and buffets)**

Contact: Kevin Commins  
Email: [kevin@kcdeli.ie](mailto:kevin@kcdeli.ie)  
Phone: 086 173 3556  
Website: [www.kcdeli.ie](http://www.kcdeli.ie)

#### **Gourmet Food Parlour (Available for meetings and evening events and buffets)**

Contact: Carmel Ryan  
Email: [welcome@gourmetfoodparlour.com](mailto:welcome@gourmetfoodparlour.com)  
[carmel@gourmetfoodparlour.com](mailto:carmel@gourmetfoodparlour.com)  
Phone: 01 895 7565 / 087 219 2604  
Website: [www.gourmetfoodparlour.com](http://www.gourmetfoodparlour.com)





# Catering

Work with our approved caterers to deliver quality service for your event

## Events and Buffet

**Berman & Wallace** (Available for meetings and evening events and buffets)

Contact: Barbara Berman, Clive Wallace  
Email: [info@bermanandwallace.com](mailto:info@bermanandwallace.com)  
Phone: 01 219 6252  
Website: <https://bermanandwallace.ie>

**Relish Cuisine** (only available for evening events and buffets)

Contact: Dan Mathews  
Email: [Dan@relishcuisine.ie](mailto:Dan@relishcuisine.ie)

**Naomi's Kitchen** (Available for meetings and evening events and buffets)

Contact: Sally Herron  
Email: [hello@naomiskitchen.ie](mailto:hello@naomiskitchen.ie)  
Phone: 01 444 2841  
Website: [www.naomiskitchen.ie](http://www.naomiskitchen.ie)

## Meetings

The additional suppliers below can only be used for **smaller meetings** (this distinction only applies for internal Trinity procurement rules).

### **Café Sol**

Contact: Fiona Clarke  
Email: [fiona@cafesol.ie](mailto:fiona@cafesol.ie)  
Phone: 01 662 8037  
Delivery  
Schedule: Breakfast deliveries: Monday – Friday, 7.30 am – 10.30 am  
Lunch Deliveries: Monday – Friday, 11.30 pm – 2.30 pm

Please note that there are no deliveries on bank holidays.

### **KC Peaches Ireland Ltd**

Contact: John Raymond Walsh  
Email: [thekitchen@kcpeaches.com](mailto:thekitchen@kcpeaches.com)  
Phone: 01 677 0333  
Website: [www.kcpeaches.com](http://www.kcpeaches.com)



# Catering

Work with our approved caterers to deliver quality service for your event

## For TCD Staff Only

### Procurement rules

For requirements up to €1,000, direct drawdown can be made with any supplier that can meet your catering requirement, no additional quotes are required.

For requirements from €1,001 to €2,999, three quotes must be sought from three (3) framework members.

For all requirements €3,000 and above, events catering requirements must be sent to all framework members for quotes.





# Additional Information

Everything you need to plan your event with us

## Additional Rates

Item	Day Rate	Evening Rate
Evening Event Surcharge	N/A	€100
Out of Hours Surcharge	*By Quotation Only*	*By Quotation Only*
Event Support Staff	€200 Per Day	€30 Per Hour
Technician Setup	€150 Per Hour	On request

Further Services Available By Quotation Only:

- Dedicated Technician,
- Mobile Screens,
- Video Conferencing.

## Useful Notes

The rates listed apply to the use of Portal facilities and include room set-up, as well as access to all in-situ audio-visual equipment and furniture. Rates are fixed and do not vary based on attendee numbers.

A half-day booking runs from 9:00 a.m. to 1:00 p.m. or 1:30 p.m. to 5:30 p.m.

A full-day booking runs from 9:00 a.m. to 5:30 p.m.



Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

Main Space

115

119

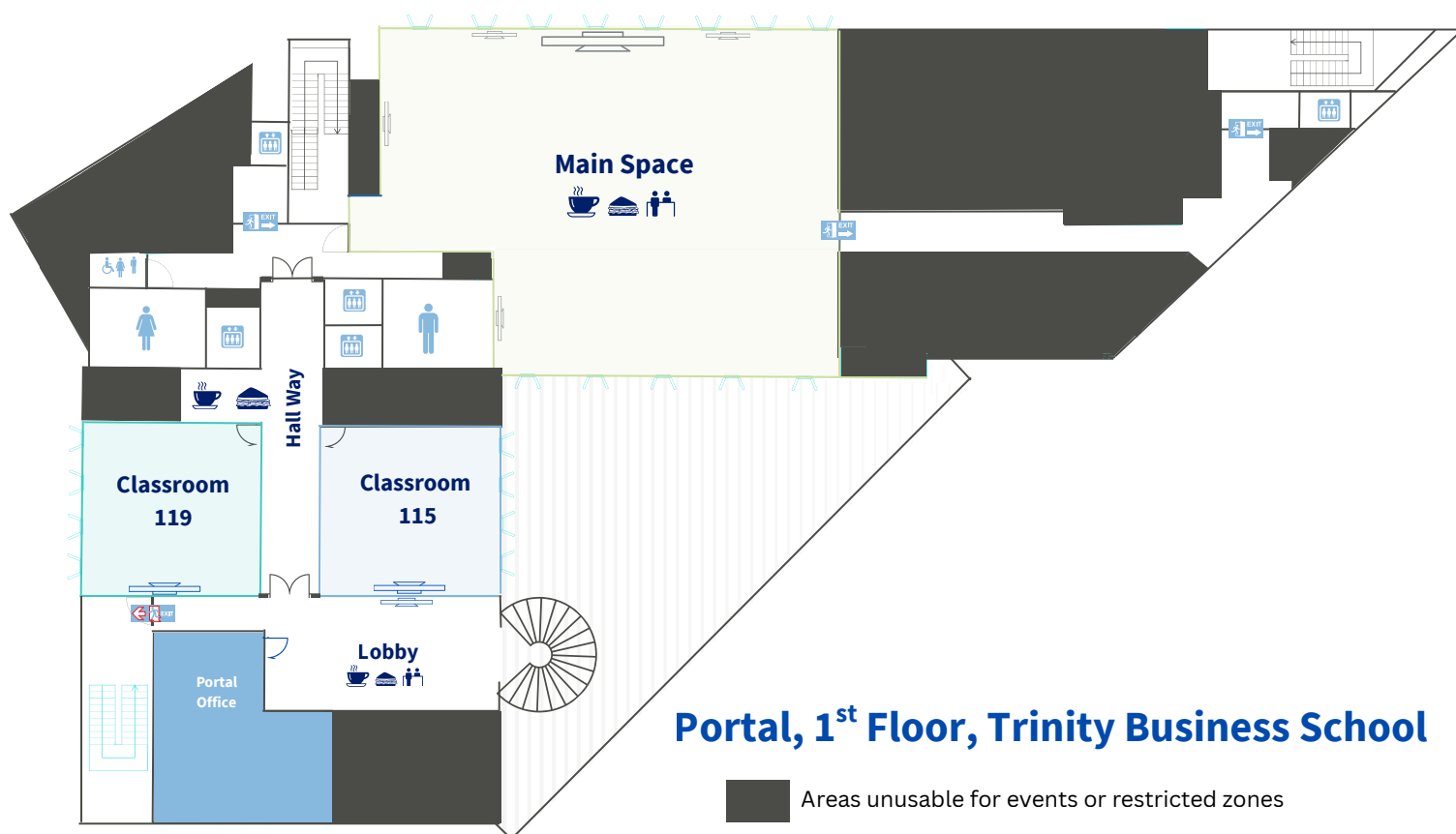
Catering

More

Coming Soon

Portal

# Floor Plan







# Location Map

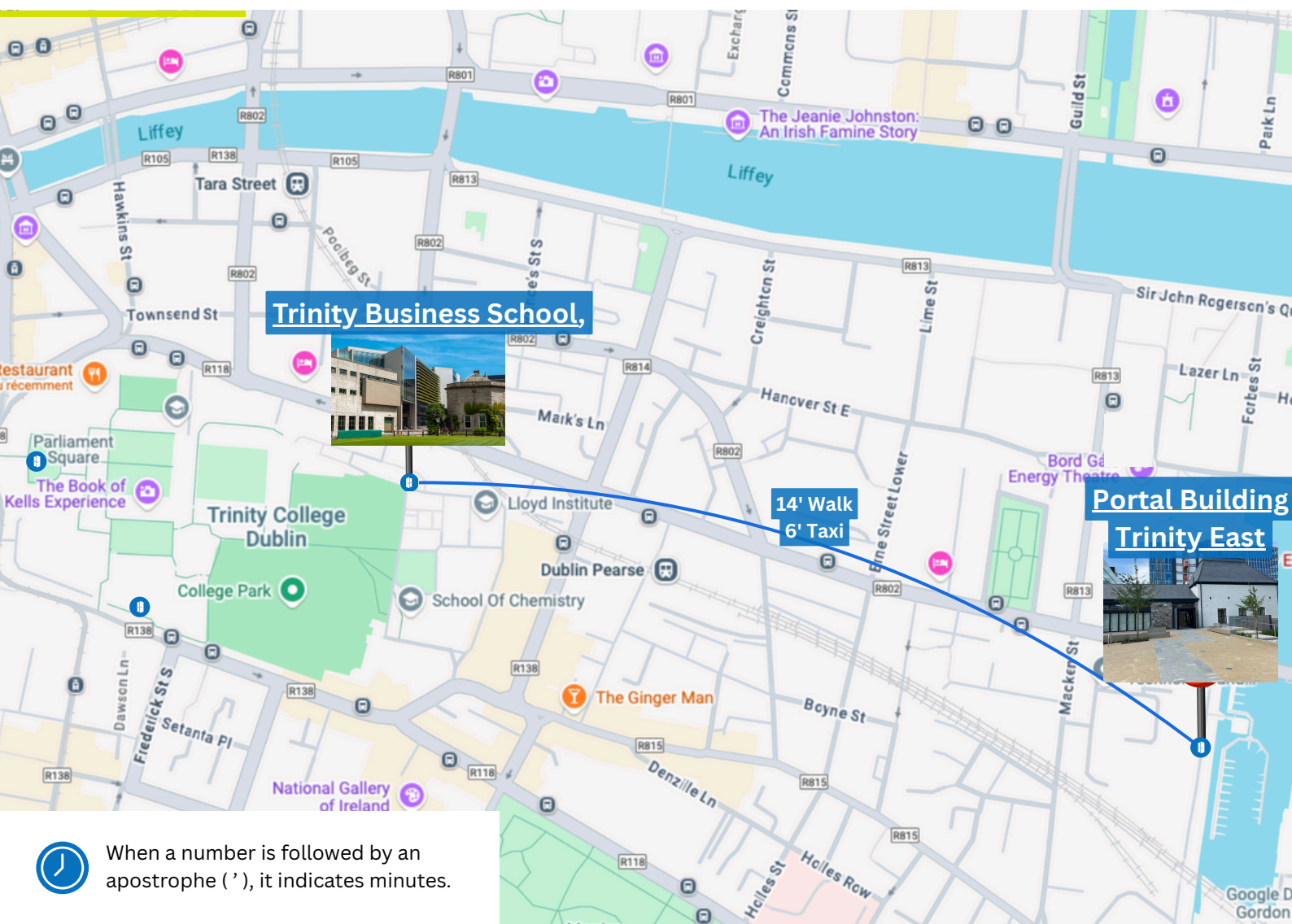
## Portal @Trinity Business School

First Floor, Trinity Business School,  
182 Pearse St, Dublin 2, D02 F6N2



## Portal @Trinity East

Trinity Portal, Trinity East, 4 Grand  
Canal Quay, Dublin 2, D02 HR22



Trinity Business School,



14' Walk  
6' Taxi

Portal Building  
Trinity East



When a number is followed by an apostrophe ( ' ), it indicates minutes.





# Local Car-Park Overview

Unfortunately, Trinity College cannot guarantee access to parking on campus. The best option is to use one of the private car parks located around Trinity College.

If you have a specific circumstance that requires the use of Trinity College's parking facilities, please contact us.







Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

Main Space

115

119

Catering

More

Coming Soon

Portal

# Portal @ Trinity East

Coming Soon!

Located in Trinity's Innovation Hub in the Grand Canal Innovation District, Portal @ Trinity East offers a modern and inspiring setting for conferences, workshops, and networking receptions. The space is part of a vibrant ecosystem where researchers, entrepreneurs, and industry come together to collaborate and create impact.

Alongside flexible event facilities, Trinity East houses offices and workspaces designed to support innovation-driven projects and partnerships. Whether you're hosting a high-level industry meeting, a community gathering, or a showcase event, Portal @ Trinity East provides the environment to make it a success.



Whiteboards



Internet



Microphones



Catering



Flexible Layout



Video conferencing  
cameras



60 Theatre  
Style



Double-Screen  
Display

[VISIT US NOW](#)





# Terms & Conditions

**VAT (Value Added Tax):**

VAT will be applied at the prevailing rate, at date of invoice. Currently conference fees are subject to 23% VAT.

**Price Variation:**

Although every effort will be made to maintain the price quoted, Portal reserves the right to alter its tariff should circumstances compel such action. It will however give notice of any such intended change. Quoted rates apply for 2025/26 only.

**Insurance:**

The hirer must hold and produce evidence of insurance to Portal for Public Liability insurance with a limit of €6,500,000 extended to provide an indemnity to Portal, Trinity College to include cover for damage to property in the custody and control of the hirer. Portal, Trinity College will be indemnified by the hirer in respect of his suppliers, agents or other third parties introduced by the hirer.

**Disclaimer:**

Portal, Trinity College shall not be liable for any loss or damage suffered by hirers of facilities which arises from any untoward interference with the College premises or personnel, whether such interference is caused by fire, force majeure, industrial dispute, political intimidation or commotion, or by any cause not reasonably within the power of the College to anticipate or remedy.

The College deserves the right to deal solely with principals and reserves its right to decline to deal with agents.

**Deposits:**

A non-refundable deposit will be required before a conference/room booking is accepted as firm and guaranteed by Portal. This will be 50% of the estimated total cost. A balancing invoice will be issued no later than 24hrs after the event.

Payment is due within 2 weeks. Unpaid fees may impact upon booker's ability to hire space again in the future.

**Payment:**

Payments must be made in accordance with the Terms and Conditions printed on the invoice. Credit Cards are not currently accepted by Portal. Payments will incur a payment charge of 3.5% on to of the gross amount charged.

**Cancellation:**

- Cancellation over 4 weeks prior to the event - 50% of total charge
- Cancellation under 2 weeks prior to the event - 100% of total charge
- Notice of all changes must be submitted in writing to Portal.





Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

Main Space 115 119

Catering

More

Coming Soon

Portal



## Bridging Tradition and Technology:

Innovating in Food Banking to  
Build Resilient Communities

CEO and

# Let's build your next event together.

Whether you're planning a workshop, hosting a talk, or delivering a full-day conference, we'd be delighted to support your next event at Portal. From flexible room layouts to on-site assistance, our team is here to help you bring your vision to life.

[ENQUIRE NOW](#)