



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

Trinity **Innovation**  
& **Enterprise**

# MEETING AND EVENT SPACE AT Portal

2024/2025 RATE SHEET







# WE WELCOME CORPORATE PARTNERS

At Portal, collaboration underpins everything we do. As the interface between Trinity and the wider innovation community, Portal is actively seeking to develop dynamic new partnerships. Our corporate partnership initiative supports Tangent's vision while offering organisations the opportunity to actively contribute to our programmes.

As partners of Portal, organisations enjoy privileged access to our bespoke facilities, possibilities to network with other organisations, invitations to Thought Leadership Symposiums and the opportunity to engage with Trinity College Dublin. We look forward to welcoming you to Portal.



# RATE SHEET

The following rates apply to the use of Portal facilities and include room set-up and access to all audio-visual equipment and furniture in situ.

These costs shall apply irrespective of the numbers using any particular space.

Space	Capacity	Half-Day	Full-Day
Classroom 115	42	€400	€600
Classroom 119	42	€400	€600
Seminar Room	50	€600	€850
Main Space	180	€1,800	€3,000

Half-Day from 9am to 1pm or 1.30pm to 5.30pm. Full-Day from 9am to 5.30pm.

An additional fee of €100 per hour will apply to evening events. This is to cover a Duty Manager and Security presence to facilitate the opening and lock-down of the building.

Events held outside of standard building opening hours are subject to additional security fees by quotation only.

## 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	€25 Per Hour
Technician Setup	€100 Per Hour	€100 Per Hour

### Further Services Available By Quotation Only:

Dedicated Technician, Staging, Mobile Screens, Video Conferencing. Catering is direct via Trinity Caterers.



# CLASSROOM 115

**Floor area:** 84.29 meters squared

**Maximum capacity:** 42

**Format:** 7 Round tables with 42 chairs. 1 rectangular lecturer table.

**Equipment:** Double screen room with 32:9 aspect ratio, 7,680 x 2160 screen (2 x 4k HD Screens). **Uses inbuilt PC, presentations must be pre-loaded to cloud storage before event.** Video conferencing cameras. 2 whiteboards.

**Ventilation:** Keep doors closed, each room self regulates. Windows open onto central atrium for extra ventilation. If required press down up on button for 10 seconds and windows will open

**Catering:** Tea/Coffee service permitted.  
No lunch service in classrooms.

# CLASSROOM 119

**Floor area:** 84.29 meters squared

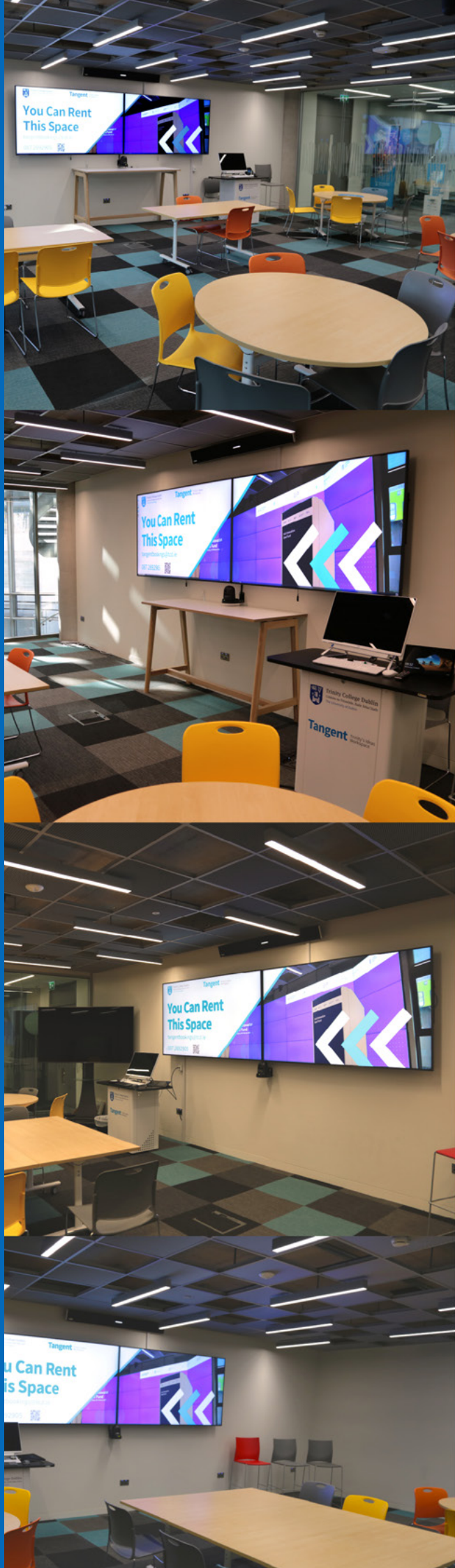
**Maximum capacity:** 42

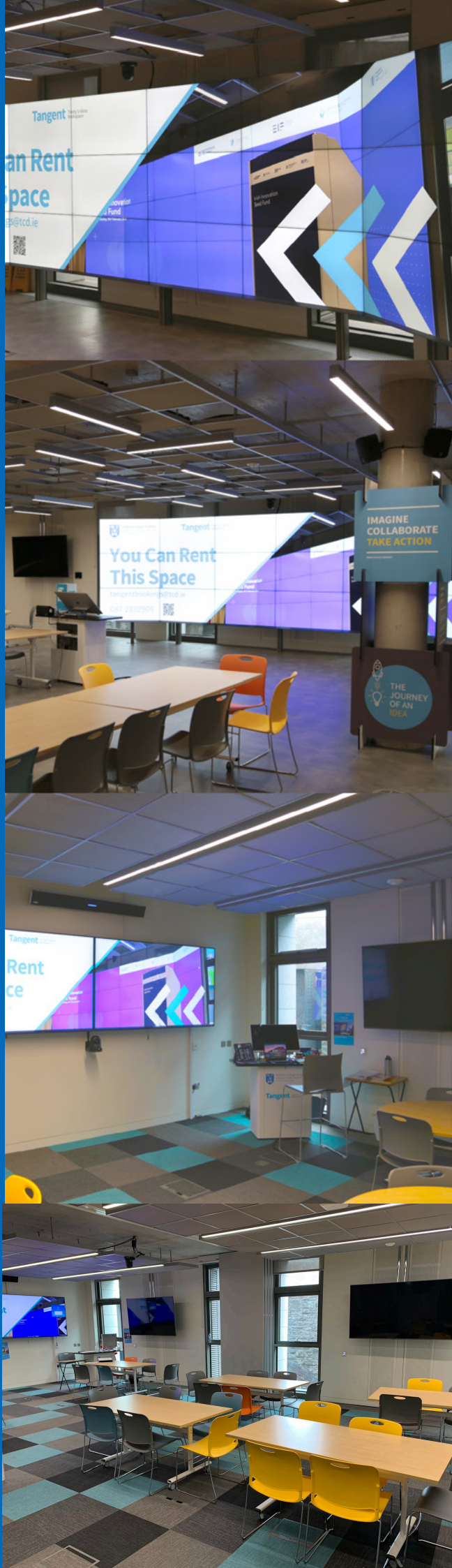
**Format:** 7 Round tables with 42 chairs. 1 rectangular lecturer table.

**Equipment:** Double screen room with 32:9 aspect ratio, 7,680 x 2160 screen (2 x 4k HD Screens). **Uses inbuilt PC, presentations must be pre-loaded to cloud storage before event.** Video conferencing cameras. 2 whiteboards.

**Ventilation:** Keep doors closed, each room self regulates. Windows open onto central atrium for extra ventilation. If required press down up on button for 10 seconds and windows will open

**Catering:** Tea/Coffee service permitted.  
No lunch service in classrooms.





# MAIN SPACE

**Floor area:** 436.23 Meters squared

**Maximum capacity:** 180

**Format:** Flexible. Up to 100 workshop style with 20 tables Up to 180 theatre style /standing reception.

**Equipment:** : 21-Screen 32:9 aspect ratio screen - (7 x 3 Metre main screen)  
**Screens controlled via inbuilt PC.**  
***Presentations must be pre-loaded to drive storage before event.***

4 x lapel mics, 6 x roving mics, pillar mounted speakers through space. Projector screen, 3 x wall mounted TV screens. Video conferencing cameras.

Windows open one side to Pearse Street. Windows opposite open internally to TBS atrium.

**Catering:** Full catering permitted in this room.

# SEMINAR ROOMS\*

**\*Cannot be booked separately**

**Floor area:** 112.7 Meters squared

**Maximum capacity:** 50 when opened together (moving partition).

**Format:** 10 x Rectangular tables with 50 chairs. Windows open on one side to Pearse Street.

**Equipment:** Double screen room with 32:9 aspect ratio, 7,680 x 2160 screen (2 x 4k HD Screens). ***Uses inbuilt PC, presentations must be pre-loaded to cloud storage before event.*** Video conferencing cameras. 2 whiteboards.

**Catering:** Tea/Coffee service permitted. No lunch service.



# TERMS AND 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 2023 only.

## **Insurance:**

The hirer must hold and produce evidence of insurance to Portal for Public Liability insurance with a limit of €13,000,000 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 account. 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.



SUPPORTING  
EVENTS THAT  
**INSPIRE**

COLLABORATE WITH  
**Portal.**

FIND OUT HOW YOU CAN GET INVOLVED IN **HACKATHONS, MASTERCLASSES, ACCELERATORS, SPRINTS , PITCHING EVENTS, MENTORING AND SO MANY MORE EVENTS.**

## **CONTACT**

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