

General Guidelines for using Irish Architectural Archive Rooms

It is the Archive's goal to make every event a special, welcoming and memorable experience. Adherence to the following guidelines will help to ensure trouble-free organisation and a successful event.

Site Visit

The Archive strongly recommends a site visit to plan the logistics of any event. Site visits and walk-throughs are conducted by appointment only. Please contact the Events Manager to arrange a convenient time. Potential users of the Archive facilities should also bear in mind that the Archive is open to the public from 10am to 5pm Tuesdays to Fridays, and by appointment on Mondays, and that certain spaces may be in use for normal Archive activity during those times. While the Archive Reading Rooms are closed during evening events, the Architecture Gallery on the ground floor can remain open for events by arrangement. Please note however that no food or drink may be brought into the Architecture Gallery.

Staff on Site

At least two members of Archive staff will be on site during any event. Event organisers must designate one representative who will be on site for the duration of the event and have the authority to make decisions on behalf of the organiser should the need arise. Archive staff will check periodically with the event representative to ensure everything is working smoothly. For evening receptions, the organiser must have staff on hand in the entrance hall to greet guests, check invitations and supervise access.

Audio-Visual Equipment

The Archive can provide on-site audio-visual assistance and an Archive laptop is available in the Lecture Room. Please bring any digital presentation files on a USB memory-stick or uploaded to an online location that can be easily accessed. If a presenter wishes to use their own laptop because, they should arrive 90 minutes before the event. Bear in mind that laptops relate to the projector differently and there may be technical difficulties when connecting outside laptops. If your laptop is a Mac, bring the appropriate VGA adapter. Any additional specialist equipment that might be required must be hired at the organiser's expense, subject to the Archive's agreement.

Site Decoration

No. 45 is a protected structure and no material may be attached directly to any wall on the premises. Adhesive or semi-adhesive products, nails, screws, staples or any other penetrating items are completely prohibited. Free-standing or self-supporting banners, signs and other branding material is allowed, but the Archive reserves the right to locate or move any such items.

Catering

The Archive maintains a list of preferred caterers. The Archive is open to discuss the use of other caterers but these must be agreed in advance and the Archive reserves the right of final approval of proposed caterers. Certain restrictions apply to the food which can be served and final menu selection must be agreed with the Archive. Aside from trestle-tables, no catering equipment is available on site. All catering costs, including hire of equipment, linens, glasses etc, must be met by the organisers. Caterers MUST visit the premises at least two days in advance of an event to check facilities and make access arrangements. All rubbish generated by an event – including empty wine bottles – must be removed by the event organisers within 24 hours of the event.

Insurance

Organisers must carry their own public liability insurance, a copy of which must be supplied at time of booking.