

# The Lexicon Booking Form

**EVENT DETAILS**

Event Title \_\_\_\_\_

Date of Event \_\_\_\_\_ Start time \_\_\_\_\_

End Time \_\_\_\_\_

|                                     |                |                |                |
|-------------------------------------|----------------|----------------|----------------|
| Function Room<br>(Please highlight) | Studio         | Meeting Room 1 | Meeting Room 2 |
|                                     | Meeting Room 3 | Meeting Room 4 | Public Area    |

No. of Attendees \_\_\_\_\_

Description of Event

Catering requirements (if required)

Audio, Visual requirements

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Special requests

## CUSTOMER DETAILS

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Phone num. \_\_\_\_\_

Email \_\_\_\_\_

Your personal information will only be used in relation to this booking and booking form is destroyed 6 months after the date of the event.

### VENUE HIRE TERMS AND CONDITIONS

Apleona HSG Limited manages the venue hire service at the Lexlcon on behalf of Dun Laoghaire Rathdown County Council. A number of Terms and Conditions are in place to ensure the smooth running of the venue.

#### 1. Booking procedure

- 1.1. Bookings are confirmed when the booking fee is paid and booking form received. Apleona will provide the customer with a confirmation email once booking is confirmed.
- 1.2. Apleona reserves the right to refuse booking applications.
- 1.3. A reserve date can be placed on a single room for a maximum of seven days only.
- 1.4. Customers should allow adequate set up and removal time for equipment/props for event.

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- 1.5. Equipment and props can only remain in situ for the duration of your booking. If you wish to leave equipment in place please amend your booking accordingly.
- 1.6. Use of backstage area for storage must be cleared with Facilities Management when making your booking.
- 1.7. Catering numbers and requirements (menu, timings, etc) must be advised to the events team directly.
2. Payment
  - 2.1. Payment is by credit card only.
  - 2.2. Payment is required in full within 7 days of initial enquiry.
3. Amendment and Cancellation
  - 3.1. Amendments to booking details must be confirmed to Apleona in writing at least 7 working days prior to your event.
  - 3.2. Any cancellation, postponement or partial cancellation should be advised to Apleona as soon as possible.
  - 3.3. Apleona reserves the right to retain booking fee for sudden cancellations.
  - 3.4. Apleona reserves the right to cancel bookings and issue a refund.
  - 3.5. Should additional cleaning or security be required as a result of the booking extra charges will be incurred.
4. Conduct
  - 4.1. The customer should take note of the various emergency exits within the Lexlcon. In the event of an alarm every visitor must follow the announcements and immediately exit the building via the nearest exit.
  - 4.2. Emergency exit routes must not be blocked or impeded in anyway.
  - 4.3. The customer must leave the room in a reasonably clean condition. Failure to do so could result in additional cleaning charges.
  - 4.4. The customer is liable for any damages caused to Lexlcon property. Please note that CCTV is in operation throughout the Lexlcon.
  - 4.5. Signs, posters, banners and decorations connected with the event must be approved by Apleona prior to the event.
  - 4.6. No nails, screws, adhesive tapes or fastenings may be driven into or attached to floors, walls, doors, glass or fittings.
  - 4.7. Any goods, properties or materials brought in by or on behalf of the client is the responsibility of the client. Apleona accepts no responsibility for damage or loss of goods or materials. All deliveries or collections for events must be

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arranged with and approved by the event team prior to delivery or collection.  
Delivery personnel are to follow any instructions from Apleona Security.

4.8. Apleona does not accept any liability for the theft, loss or damage to customer property.

4.9. Use of music must be approved by Apleona at the time of booking.

4.10. Attendees must respect other users of the Lexlcon and not cause a disturbance.

4.11. Organisers hosting events outside of the dlr Lexlcon opening hours must follow instructions issued from Apleona Security. Any entrance and exit doors must be manned by a member of the Organisers team when in use.

***Apleona reserve the right to amend these terms and conditions at any time.***

By ticking the box you hereby agree to accept the above terms and conditions.

Signature \_\_\_\_\_

Date \_\_\_\_\_