

## Aula Maxima – Booking Information & Criteria

Given the huge demand for the Aula Maxima, there are certain prerequisites for booking this space. The Aula Maxima is suitable for ad-hoc prestigious events only, such as Alumni Reunions and Events, Conferences, Concerts, Conferring's, Ceremonies, Gala Dinners & Lunches, Launches and Networking Events.

Therefore, bookings will only be approved if they meet the criteria specified below.

### ❖ Criteria for General Booking Requests

1. General day-to-day departmental meetings, Academic Teaching or such bookings will not be accepted. Except for Full Departmental Meetings/Assembly's, exceeding 60 attendees.
2. One event in the Aula Maxima per day, preferably, to allow for setup.
3. Maximum of two events per day in the Aula Maxima may be permitted if there is sufficient time to facilitate room set-up changes. General Services may require up to 2 hours between events, depending on the event and specific requirements. Please liaise with General Services for details.
4. Filming from internal and external production companies can be permitted in the Aula Maxima. We have additional associated terms and conditions for such bookings. Please notify the Room Bookings Office.
5. Musical Performances and broadcasting requiring amplification must make suitable arrangements with third party providers.
6. Inaugural Lectures are only permitted in the Aula on an ad-hoc basis, if they fall within a 7-day period, otherwise a suitable alternative location may be allocated, at the discretion of the Room Bookings Office.
7. No parties are permitted.
8. No block bookings or recurring bookings are permitted. If your high-profile event requires more than one date, please specify.
9. Dancing is not permitted unless a board is supplied to dance on. Please discuss with General Services, if necessary.

### ❖ Booking Information

Opening hours

9am-10.30pm during term and 9am-10pm out of term.

Security fee for early opening and late closing will be applicable.

Capacities/Layout

Size - 278m<sup>2</sup>

Theatre style/rowed seats – 228 at full capacity. If catering is being supplied at the back of the Aula Max, capacity is reduced to 200.

Standing – 360

Dinner with Round Tables – 144-160, depending on seating arrangements and size of tables selected.

## Set Up

John Murphy, General Services oversees set up for the Aula Maxima. General Services require up to 2 hours between events to facilitate room set-up changes. Exam set up time is 3 hours. Please note, if sufficient time for setup is not included in the booking, set up may not be accommodated.

Each event in the Aula Maxima may differ in the time required for set up, depending on your requirements. General Services will advise on setup timings.

If your event has a 9am start, set up will be ready for your event, there is no need to book the evening before, unless General Services advise otherwise.

Please send any requirements to John Murphy, [johnmurphy@ucc.ie](mailto:johnmurphy@ucc.ie) ahead of event & cc [gsto@ucc.ie](mailto:gsto@ucc.ie) for all events, including evening/weekend bookings.

*Contact details:* John Murphy, [johnmurphy@ucc.ie](mailto:johnmurphy@ucc.ie), 087 224 6695.

## Catering

Catering is permitted in the Aula. The Graduates Room & Staff Common room can also be used for catering but would need to be booked via Kylemore and is subject to further policies & procedures.

No external alcohol or external catering to be served at events.

For all evening events, catering should be cleared away before leaving the room to avoid disturbing bookings the next morning.

Please discuss catering options with Kylemore.

*Contact details:* Kylemore Catering, [ucchospitality@ksg.ie](mailto:ucchospitality@ksg.ie), 021-4902675 or 086-0433956

## AV Information

See link below for list of AV facilities:

[https:// www.ucc.ie/en/avms/classroomtechnologyinfo/buildings/northwing/nwaula/](https://www.ucc.ie/en/avms/classroomtechnologyinfo/buildings/northwing/nwaula/)

The sound system is a Public Address only.

Not suitable for hybrid "sit-down"/ "round table" meetings.

General Services are happy to liaise with External Audio-Visual Companies. However, if you require services from an External Audio-Visual Company, their setup time must be included in your booking time. Please note, we cannot guarantee setup for external Audio-Visual contractors the evening before an event, due to limited availability.

For more information, please email [avms@ucc.ie](mailto:avms@ucc.ie) or phone (0)21 490 2596.

## Room Booking Queries

If you have any booking-related queries or if your event requires more than one date, please email [roombookings@ucc.ie](mailto:roombookings@ucc.ie).

