

## Dora Allman – Booking Information & Criteria

Given the huge demand for the Dora Allman room, there are certain prerequisites for booking this space. Therefore, bookings will only be approved if they meet the criteria specified below.

### ❖ Criteria for General Booking Requests

1. For once off high-profile events only - General departmental meetings, courses, forums or such bookings will not be accepted unless they fall within criteria no. 2 or 3 below.
2. If two key bookings are made for a specific date, a third booking will be accommodated for a general meeting if it falls between the two bookings.
3. Bookings will be accommodated for general usage within 2 weeks of the booking taking place, however if the room is required for a key meeting at short notice, this will get priority and the original booking may be cancelled.
4. No block bookings or recurring bookings (weekly or monthly) can be made for the space. If your high-profile event requires more than one date, please specify.
5. If change in layout is required, or additional requirements, this will only be accommodated if sufficient time is available for set-up/set-down. Change in layout will not be facilitated for one-hour bookings/general meetings.
6. No parties are permitted.
7. Dancing is allowed if you bring a board to dance on. Please discuss with General Services, if necessary.

### ❖ Booking Information

#### Opening hours

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

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

#### Capacities/Layout

U shape meeting style/tables & chairs – 40

Theatre style/rowed seats – 100

Standing – 140

#### Change in Layout

Standard layout is U Shape meeting style.

John McCarthy (General Services) oversees set up for the Dora Allman room. If change in layout is required, at least 1 hour either side of booking must be included in time of booking to facilitate this. Please note, change in layout will not be facilitated if sufficient time for setup is not included in the booking.

Please send any additional requirements to John ahead of event.

*Contact details:* John McCarthy, [jamccarthy@ucc.ie](mailto:jamccarthy@ucc.ie)

#### Catering

Catering is not permitted in the room – The Lucy Smith needs to be booked if catering is required or the space outside room can be used if the Lucy Smith room is not available.

Only finger food, coffee mornings, wine receptions are permitted, no sit-down hot dinners or lunches. External catering is also not permitted.

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

*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/hub/hub404/>

Please note, the space works fine for people remoting in, and for Teams calls etc. - it operates in much the same way as a standard classroom. But not ideal for hybrid "sit-down"/ "round table" meetings.

The Staff IT Service Desk is the first point of contact for UCC staff for all IT issues and requests.

<https://www.ucc.ie/en/it/services/helpdesk/>

E: [helpdesk@ucc.ie](mailto:helpdesk@ucc.ie) | T: +353 (0)21 490 2120

#### 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).

