

Ashling Hotel
Parkgate Street, Dublin 8, Ireland

Telephone: +353 (0)1 677 2324
Fax: +353 (0)1 679 3783



ASHLING HOTEL
DUBLIN

Account Name:	NATIONAL PARENTS COUNCIL	Contract Number:	1011966
Contact Name:	Ms Michelle Davern	Catering Manager:	Paudy Maher
Address:	12 Malborough Court Dublin 1 DUB Ireland	Status:	Provisional
Telephone:	01 8874488	Booking Type:	Meeting
E-mail:	MDavern@npc.ie	Contact on Day:	
Booking Name:	NATIONAL PARENTS COUNCIL		

Saturday 11th May 2019					Day 1 of 1
Time	Room	Event	Set-up	Attendees	Room Hire
11:00 - 16:00	Montpelier Suite	Meeting	Theatre	25	EUR 370.00
13:00 - 14:00	Montpelier Suite	Lunch	Tea/Coffee Station	25	
Food					
Start and End Time	Room	Event	Attendees	Price	
13:00-14:00	Montpelier Suite	Lunch	25	EUR 13.50 Per Person	
Sandwiches/Wraps/Bagels with Tea/Coffee Selection of Freshly Prepared Sandwiches, Filled Wraps and Bagels Served with Freshly Brewed Tea/Coffee and Herbal Teas					
Audio Visual Equipment					
Montpelier Suite			11:00 To 16:00		
Projector					
Projector Screen					
1 Flipchart with Markers					
Equipment					
Montpelier Suite			11:00 To 16:00		
Bottles of Filtered Water					
Car Parking					
Montpelier Suite			11:00 To 16:00		
Car Parking					
Charge to account. €2.80 per hour. Based on availability					


NATIONAL PARENTS COUNCIL
Signature

16/04/19

Paudy Maher
Meeting & Events Co-Ordinator

16/04/19

Ashling Hotel
Parkgate Street, Dublin 8, Ireland

Telephone: +353 (0)1 677 2324
Fax: +353 (0)1 679 3783



ASHLING HOTEL
DUBLIN

MEETINGS & EVENTS TERMS & CONDITIONS

Rates

• The rates quoted are net of any commissions and include government tax at the current rate (9%). The Hotel reserves the right to amend these rates in the event of changes in the rate of tax or the introduction of any new government levy. There is no service charge.

Final Numbers

- Final numbers must be confirmed by the client to the hotel 2 working days before the event.
- Should these numbers fall after this deadline, the confirmed numbers will be charged for.

Menu Requirements

- Special Dietary substitutes can be made available on request. These must be confirmed 3 working days before the event.

Consumption of external food and beverage

- All food and beverages consumed in the meeting/function rooms, Bar & Restaurant must be supplied by the hotel.

Meeting / Function Room access and details

- Room access and vacate times must be strictly adhered to on all occasions.
- Music is not permitted in the meeting/function rooms unless agreed in advance.

Alternative meeting rooms

- The hotel reserve the right to provide an alternative meeting room should the final numbers fall, or should a more suitable room become available. The hotel will confirm this with the client in advance of the event.

Damages/ Lost property

- The hotel does not accept responsibility for damage to any furniture, equipment, object or any other property brought on to the premises by the client or hired by the hotel on the clients behalf.
- The booker of any function will be held responsible for any damages to the premises and liability for damages will be charged accordingly.

Cancellations

- All notices of cancellations must be received in writing to the hotel by email or post 48 working hours before the event
- Please revert to the block notes for cancellation agreements for meetings / conferences of 40 people or more
- In the event of non/late cancellation or no show the credit card provided will be charged for 100% for Room Hire and refreshments on day 1 of the event.
- In the case of bedroom cancellations, please revert to Terms & Conditions in block notes

Payment

- The account is to be paid in advance, unless credit facilities have been approved or alternative arrangements have been confirmed by the hotel in writing.
- Payment options are:

- Payment by Cheque / Credit card / Cash directly to the hotel.

Please note that the hotel does not accept personal cheques.

- Payment by bank transfer.

This should include a description which clearly identifies the payee and the event/ Block ID being paid for.

Bank Name: Bank of Ireland	Branch: O Connell Street, Dublin.1
Account Name: Foxfield Inns – trading as The Ashling Hotel	
Account Number: 18257082	Sort Code: 90-00-33
Bic: BOF IIE2D	Iban: IE 17 BOFI 9007 1118 257082

Credit card details will be required in order to guarantee the booking.

Please contact us directly on 01 6744822 to provide us with same.

By signing the below you are authorising the credit card supplied to be used as a guarantee for your event and that if the event is not paid for on departure, this credit card will be charged the outstanding amount.

This also authorises the card to be used in case of cancellation in accordance with the hotels cancellation policy.

The hotel may cancel the event:

- If the hotel or any part of it is closed due to fire, dispute with employees, alteration, decoration, act of God or by order of any public authority
- If the client becomes insolvent or enters into liquidation, receivership or examinership.
- If the client is in arrears with any payment to the Hotel
- Within 3 days or more of the event, if the event in the General Manager's reasonable opinion, might prejudice the reputation of the hotel. Should this be the case the hotel will refund the deposit and will give reasonable assistance in relocating.

Ashling Hotel
Parkgate Street, Dublin 8, Ireland

Telephone: +353 (0)1 677 2324
Fax: +353 (0)1 679 3783



ASHLING HOTEL
DUBLIN

Please sign below and return the contract by post or scanned email to confirm your event.

Signed on the clients behalf

Date: 16th April 2019

Company Name: National Parents Council Primary

Name: MICHELLE DAVERN

Position: Administrative Office

Signed on behalf of the Ashling Hotel

Date: _____

Name: _____

Position: _____

NATIONAL PARENTS COUNCIL

16/04/19

Signature

Paudy Maher

16/04/19

Meeting & Events Co-Ordinator