

CIVIC THEATRE



CONFERENCE BROCHURE 2018

TALLAGHT, DUBLIN 24

WWW.CIVICTHEATRE.IE

01 4627477



FIRSTLY

THANK YOU

FOR CONSIDERING US

The Civic Theatre is a unique and vibrant alternative for meetings and conferences in the South Dublin area. We have two theatre spaces equipped with state of the art technology, break out spaces and a café/bistro and bar, suitable for many different types of events and our spaces are constantly in demand.

Our theatre spaces are used for breakfast briefings, seminars, launches, awards ceremonies, exhibitions, examinations, meetings, conferences and training sessions. We offer excellent value rates and are conveniently located directly beside the Square Shopping Centre. We are easily accessible from the Red Line Luas and 5 minutes from the M50 with ample parking.

The Civic Theatre is the ideal location for conferences so please take a look through our brochure and do not hesitate to get in touch.



MAIN AUDITORIUM

The stage area is at ground level. It can accommodate up to 302 people in theatre style with a fully retractable seating bank to allow the space to be set up cabaret style or completely clear. With the seats fully retracted, the space can stand 500 people.

The space has a fully equipped lighting and sound rig. There are also two large dressing rooms complete with showers and toilet facilities and a green room area. A full technical specification detailing all equipment is available on request.



Backstage Facilities:

There are two large dressing rooms, a green room with shower facilities and a wardrobe room.

Technical Equipment includes lighting, sound and audio visual. See tech spec here:

Stage area is 8.300m (D) x 17.140m (W) x 11.420m (H)

STUDIO THEATRE

The stage area is at ground level. The studio theatre is a 60 seater, intimate auditorium.

This theatre is perfect for lectures, seminars, meetings and small conferences.



Backstage Facilities:

There are two small dressing rooms, a toilet and shower backstage.

Technical equipment includes lighting and sound. See tech spec here:

Stage area is 4.5m (D) x 7.320m (W) x 2.920m (H)

SERVICES

First Floor Gallery

The Civic Theatre's First Floor Gallery is a great breakout space if you are using the Main Auditorium or Studio Theatre.



Interval Bistro & Bar

Located in the Civic Theatre's foyer the Interval Bistro, & bar is suitable for a drinks reception or refreshments.



CATERING

Can be arranged on request.
Contact Lee on 01 4627550 or
email
leemccabe@theblazingrill.ie



CAR PARKING

We have ample parking
available in the theatre car park
and are located beside The
Square car park



FREE WI-FI

Wi-Fi is available in the entire
building

TECH EQUIPMENT

The cost for most technical equipment is included in the hire charges and there is a rental charge for others. See below for details.

Our hire rates include: WiFi access, microphone + PA where necessary, extension leads and a podium and rooms can be set up in various configurations i.e. theatre, boardroom, cabaret.

Technical specifications available here:
<https://www.civictheatre.ie/about-us/technical-info/>

HIRE CHARGES

1 NO. NEC PROJECTOR NP3150G & RIGGING CRADLE (5000 LUMENS)	€50
2 CLIP MICS + 2 ROVING MIC	€25 PER MIC
HAZER MACHINE	€20
GELS OR GOBOS	€20
FLIP CHART	€10

RATES & PRICING

Main Auditorium:
(Max Capacity 302 / 500 standing)
Stage 4.5m X 7.32m

Day Rate

Out of Hours
(Before 10am and after 10pm)

Per Hour

€100

€125

Day Rate: Monday - Friday

€900

Day Rate: Saturday

€1200

Day Rate: Sunday

€1300

Studio Space:

(Max Capacity 60 / 100 standing)
Stage 8.3m X 17.14m

Per Hour

€100

€50

Day Rate: Monday - Thursday

€300

Day Rate: Friday - Sunday

€400

LOCATION

The Civic Theatre is located in Tallaght at the end of the Red Luas line, at the northside of The Square Shopping Centre.

It is directly beside South Dublin County Council headquarters and the County Library.



TERMS & CONDITIONS

Our hourly rates are per hour or part thereof and a full day is 12 hours from 10am – 10pm. The Civic Theatre is open from 10am – 6pm Monday to Saturday but if you wish to hold an event outside these hours, this can be arranged with prior notice. We don't rent out the auditorium for half days as we are unable then to present a show in the evening and most incoming production companies need an 8 hour get in.

As we are a theatre we have to give priority to our own arts programme, so when a season of events is confirmed we can then look at availability for room hires. For this reason we can't book anything on a long term permanent basis. But it may still be possible to book in for a few weeks at a time.

To check availability or to make an appointment to view our facilities please contact:

Michael Barker-Caven on 01 462 7460 or michael@civictheatre.ie

Thank you

