



NATIONAL IRISH SAFETY ORGANISATION
A11 Calmount Park, Calmount Avenue, Ballymount, Dublin 12
Tel: 01-4659760 Fax: 01-4659765 E-Mail: info@niso.ie

Name: _____

Organisation: _____

Address: _____

Tel: _____ **Fax:** _____ **E-mail:** _____

Date(s) Requested: _____

Times Requested - From: _____ **To:** _____ **Numbers Attending:** _____

Room Set Up Arrangements:

Boardroom Style

Classroom Style

Theatre Style

Other - Please specify

Equipment required:

None Required

Full Audio Visual Package (as listed below)

If none of the above apply please tick the relevant A.V. Equipment required below:

DVD Player [linked to LCD Projector / T.V.]

VHS Player [linked to LCD Projector / T.V.]

LCD Projector:

Flip Chart

Overhead Projector:

Screen

Lunch Requirements:

None

Tea/Coffee/Sandwiches (NISO to supply) Time _____ PM

Refreshments:

Morning Time _____ AM

Afternoon Time _____ PM

Payment Options:

VISA

MasterCard

CVN No. _____

Cardholder's Name: _____ Credit Card Number _____ Expiry Date _____

I enclose Cheque

Purchase Order Number: _____

Fully paid up NISO Members

Signed: _____

Date: _____



NATIONAL IRISH SAFETY ORGANISATION
A11 Calmount Park, Calmount Avenue, Ballymount, Dublin 12
Tel: 01-4659760 Fax: 01-4659765 E-Mail: info@niso.ie

Details and Terms & Conditions of Room Hire

Room Capacity

18 Boardroom style; 25 Classroom; 40 Theatre Style.

Car Parking

Official car parking -14 cars. On street parking is also available

Catering – Outside Venues [Transport Required]

The following serve lunch locally: Red Cow Inn, Morans Red Cow Hotel, The Cuckoos Nest, The Kestral, Spawell Leisure Complex

Booking

Bookings for Room Hire should be made through the National Irish Safety Organisation. Contact: info@niso.ie

Cancellations

Should confirmed bookings be cancelled and the rooms not re-let, the following charges apply:

- Less than 3 months but more than one month: 25% of the total room hire.
- Less than one month: 100% of the total room hire.

Charges

NISO reserves the right to alter prices or other details shown in its brochure / documentation / website without notice.

NISO is not registered for VAT but in the event that it registers all charges will be subject to VAT at the current rate.

Unless otherwise stated, the prices quoted are for room hire during normal business hours, Monday – Friday, 9am – 5pm, excluding Public Holidays.

Invoicing

A detailed invoice for room hire and catering services will be sent when a booking is made.

Payment

Payment in full is required immediately to secure the booking.

Delays in payment may incur interest charges.

NISO reserve the right to cancel a room hire booking if

- payment is not received prior to the hire of the room, or
- payment is not received in terms with the agreement, or
- payment falls outside the payment terms of any invoice issued prior to the hire of the room
- the purpose of the room hire is inappropriate for the room / building.
- Any reasonable reason as determined by the National Irish Safety Organisation

General conditions

NISO may on request accept goods placed in its care but these goods are accepted entirely at the owners risk. Should NISO for any reason beyond its control be unable to fulfil its commitments, it will not be liable for damages or compensation.

Organisers of events held on NISO's premises must ensure that their activities and those of their participants conform with current Health and Safety practices.

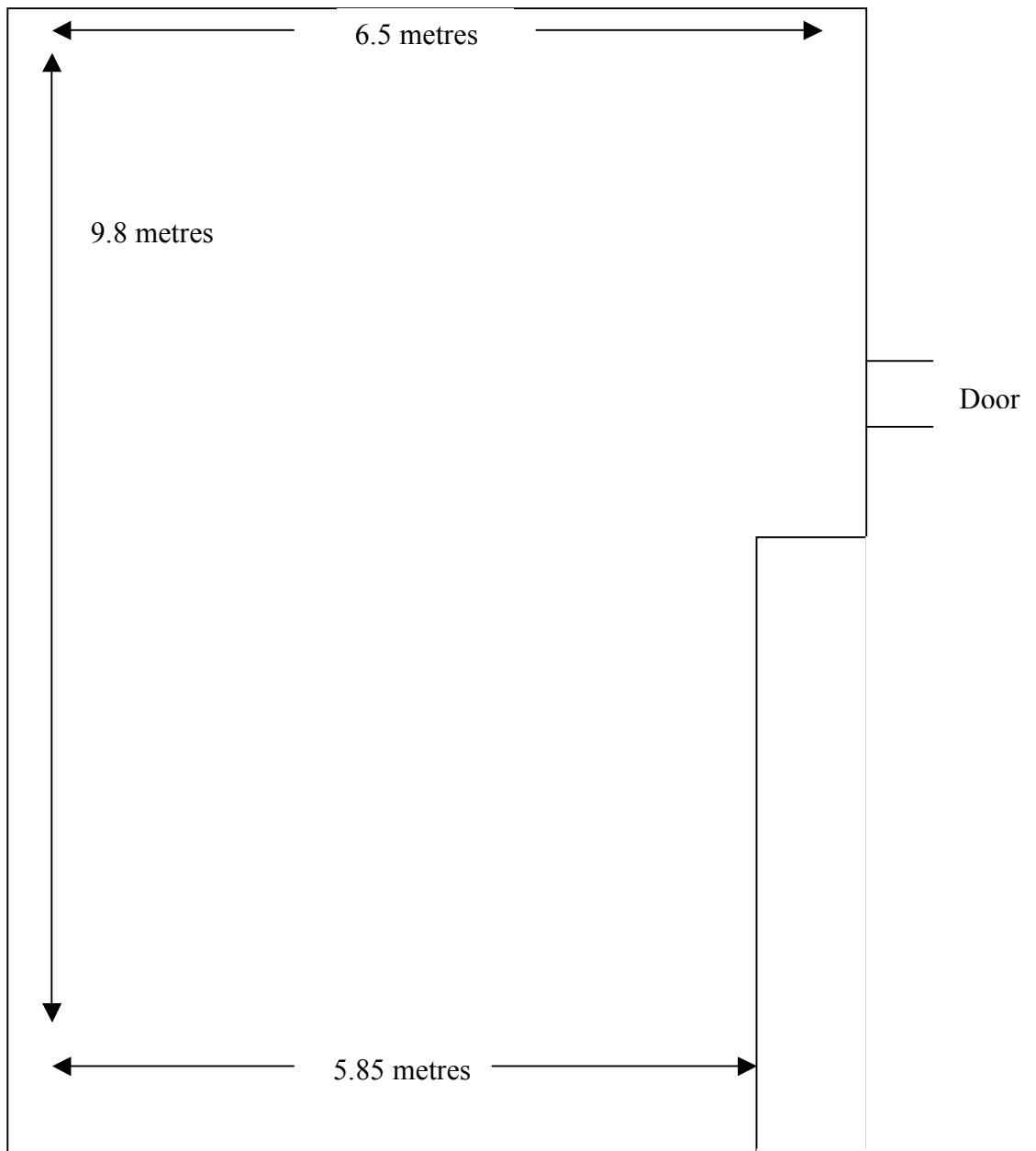
NISO operates a no smoking policy throughout the building in line with current regulations.

All participants must sign in upon entering NISO's premises.

NISO Training Facilities

Training Room No. 1

Location: First Floor



Ceiling Height 2.58 metres

NISO Training Facilities

Training Room No. 2

Location: First Floor

