

GUIDELINES FOR HIRING VENUES AT

CORK CITY HALL

Concert Hall, Millennium Hall & Atrium



CONCERT HALL STAGE AT NATIONAL MENOPAUSE SUMMIT 2023 - IMAGE BY MARC O' SULLIVAN

Landmark Venue, Limitless Possibilities

Cork City Hall, a truly iconic building at the centre of Ireland's fastest-growing city, is home to three distinct venues. The Concert Hall, Millennium Hall and Atrium offer choice, value and gravitas to any event or occasion.

The Concert and Millennium Halls are tailor-made for large-scale, community orientated events and occasions in Cork city.

Part of the heart of Cork City Council, the venues occupy the central section of City Hall and are designed to be utilised by the people of Cork, for the people of Cork.

The halls play host annually to trade fairs, orchestral performances, cultural celebrations, educational events, sports, concerts and a plethora of other activities.

The Atrium is a functioning part of the New Civic Offices and is perfectly placed to host art exhibitions and activities from artists and cultural organisations.

These three venues are designed to be filled and we at Cork City Council aim to facilitate this. If you have an event or occasion that fits the bill then we want to hear from you!



FAIR SEAS CONFERENCE 2023. IMAGE BY CLAIRE KEOGH.

What We Offer:

Introductory site visit with a member of staff

Public Address system and lighting system

Stage risers and music stands available

Bar facilities and full bar receipts for renter

Portering staff on site to facilitate access

Catering facilities and equipment on site

Drinks reception tables and spaces on site

Use of 750 chairs for Concert Hall

Use of 250 chairs for Millennium Hall

Competitive rental rates

Reduced rates for charitable events

Serviced by regular Bus Eireann services

GET IN TOUCH AND FIND OUT HOW YOU CAN BE
PART OF THE HISTORY & FUTURE OF A CITY
RISING

Cork City Concert Hall

For over **half a century** this renowned venue has provided a space for music, dance, exhibits, elections & even an **Olympic medal ceremony**.

Cork Concert Hall is varied. It can host **50 exhibition stands**. It can **seat 1,189**. Its stage fits a full orchestra. It is adaptable and it is part of the fabric of Cork.

From **U2** to **UNESCO** conferences and everything in between, the Concert Hall is a venue that can fit any occasion.



Concert Hall Hire Details

Room Dimensions

Length 40.69m / Width 20.68m

Maximum Capacity

Standing 1040 people

Seated 960 people*

Balcony 293 people

Room Hire Rates - Single Events

Non-commercial Rate :

Weekday Rate €1400

Weekend Rate €1800

Commercial Rate:

Weekday Rate €4450 +VAT 23%

Weekend Rate €5450 +VAT 23%

Room Hire Rates - Exhibitions/Conferences

Set up:

Weekday Rate €900

Weekend Rate €1000

First day open to the Public:

Weekday Rate €2600

Weekend Rate €3000

Each additional day:

Weekday Rate €1350

Weekend Rate €1900

IMAGES:

TOP - RODERIC O' GORMAN TD ADDRESSING CITY HALL AT NATIONAL MENOPAUSE SUMMIT. IMAGE BY MARC O' SULLIVAN

MIDDLE LEFT - NATIONAL MENOPAUSE SUMMIT 2023 ROOM LAYOUT AT CONCERT HALL. IMAGE BY MARC O' SULLIVAN.

MIDDLE RIGHT - CORK INTERNATIONAL CHORAL FESTIVAL 2023 AT CONCERT HALL. IMAGE BY JED NIEZGODA.

BOTTOM LEFT - CONCERT HALL DURING AN ORCHESTRAL PERFORMANCE. IMAGE BY DARRAGH KANE.

BOTTOM RIGHT - PANEL DISCUSSION ON CONCERT HALL STAGE DURING NATIONAL MENOPAUSE SUMMIT 2023. IMAGE BY MARC O' SULLIVAN.

* Seat + small stage 696 people / Seat + large stage 718 people



We are Cork.



Cork City Millennium Hall

Opened in 2001, this venue is an **award winning** architectural feat, designed to compliment and contribute to a classical building through its sleek and functional design.

This can be **used in conjunction** with the Concert Hall for large scale exhibitions and conferences or it can be used as a stunning setting all of its own. Two **projector screens, dynamic internal lighting & AV** and hosting up to 340, this is a venue that blends classic and contemporary with aplomb.

Millennium Hall Hire Details

Room Dimensions

Length 25m / Width 12.6m

Maximum Capacity

Reception 340 people
Seated 250 people

Room Hire Rates - Single Events

Non-commercial Rate :
Weekday Rate €1000
Weekend Rate €1250

Commercial Rate:
Weekday Rate €3100 +VAT 23%
Weekend Rate €3900 +VAT 23%

Room Hire Rates - Exhibitions/Conferences

Set up:
Weekday Rate €650
Weekend Rate €700

First day open to the Public:
Weekday Rate €1800
Weekend Rate €2000

Each additional day:
Weekday Rate €1000
Weekend Rate €1300



IMAGES:
TOP - DAVIS COLLEGE MODEL UN EVENT 2023. IMAGE BY JIM COUGHLAN
MIDDLE LEFT - FASHION EVENT IN THE ATRIUM. IMAGE BY DARRAGH KANE.
MIDDLE RIGHT - SUN & SEA FROM ABOVE IN MILLENNIUM HALL AS PART OF CORK MIDSUMMER 2023. IMAGE BY JED NIEZGODA.
BOTTOM LEFT - SUN & SEA FROM BELOW IN MILLENNIUM HALL AS PART OF CORK MIDSUMMER 2023. IMAGE BY JED NIEZGODA.
BOTTOM RIGHT - JUNIOR ACHIEVEMENT IRELAND AT MILLENNIUM HALL - IMAGE BY JIM COUGHLAN.



Comhairle Cathrach Chorcaí
Cork City Council



FOYER OF MILLENNIUM HALL DURING EUROPE DAY FESTIVAL 2023. IMAGE BY EMMANUELLE SCHON-QUINLIVAN

Planning Your Event

To ensure you **secure your space in our halls** & the efficient running of your event, we require a detailed booking application. This application can be accessed [here](#) or by going to [corkcity.ie](#).



GREEN PARTY NATIONAL CONVENTION, 2023. IMAGE COURTESY OF THE GREEN PARTY

What You Need to Know

- **Health & Safety**
A **Health & Safety representative** must be appointed for your booking and should liaise with [Facilities](#) after your booking is confirmed. A **Risk Assessment** and **Event Plan** is also a requirement
- **Insurance**
We require that up-to-date insurance certification **indemnifying Cork City Council** be provided at least **7 days before your booking date**.

Protecting City Hall

- Do:**
- Have a representative on site prior to your event to make important, last-minute decisions.
 - Contact us prior to the event about photographers & AV.
 - Ensure all equipment is lifted across the floor or on rubber wheels to avoid damage.
 - Arrange delivery times with Facilities well in advance, and ensure that correct entrances and parking bays are used by suppliers.
 - Tidy your equipment away after the event and ensure you have discussed with Facilities about collection times.
 - Show courtesy to City Hall staff and respect that this building is multi-functional. City Hall staff are working in the building
 - Arrange appropriate waste disposal measures to account for various waste streams including food waste, glass and others. The use of City Hall waste bins is not permitted in any circumstance. Please try to recycle and reduce where possible.
- Don't:**
- Have balloons or inflatable decorations.
 - Stick anything to walls or floors. Free-standing displays **only** to be used.
 - Obstruct the lane way at Eglinton Street during the event. It restricts vehicles & pedestrians entering City Hall.
 - Smoke or vape in the building or on the grounds outside. It is **strictly prohibited**.
 - No intoxicating liquor shall be sold in the Halls, unless a special licence has been obtained at the expense of those renting the Halls.

Event Checklist

WHAT YOU NEED TO DO BEFORE YOUR EVENT

- | | |
|--|--|
| <input type="checkbox"/> 1.) Submit a booking form | <input type="checkbox"/> 6.) Consider Audio Visual and book a supplier |
| <input type="checkbox"/> 2.) Submit insurance details | <input type="checkbox"/> 7.) Appoint your Health & Safety representative |
| <input type="checkbox"/> 3.) Pay deposit | <input type="checkbox"/> 8.) Schedule delivery times |
| <input type="checkbox"/> 4.) Book a site meeting with City Hall | <input type="checkbox"/> 9.) Conduct a final site visit |
| <input type="checkbox"/> 5.) Consider catering & book a supplier | <input type="checkbox"/> 10.) Enjoy! |



"SPROUTING HANDS" BY SEIKO HAYASE IN THE ATRIUM. IMAGE BY THE ARTIST.



FASHION EVENT IN THE ATRIUM. IMAGE BY DARRAGH KANE.

Contact Us



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THE ATRIUM OF CITY HALL