

THE
VAULT
— AT GARDENS INTERNATIONAL —



PREMIUM MEETING & EVENT SPACE



BOOKING VIA

gardens@limerick2030.ie
+353 (0) 61 517 430

Gardens International,
Henry Street, Limerick,
V94 4D83

A DEVELOPMENT BY

LIMERICK
TWENTY
THIRTY



The Vault Boardroom Booking Procedures

- All room booking requests must be submitted to Limerick Twenty Thirty via the email (Gardens@limerick2030.ie) Or 061-517430.
- Rate for the room are as follows; €300 per day / €150 per half day.
- All requests must be submitted with a minimum notice of 2 business days to ensure that the room will be booked in time for meetings and events.
- To adjust/cancel a booking, an email must be sent to (Gardens@limerick2030.ie). if received before 24 hours use then there will be no charge however if 24 notice is not provided then users will be charged.
- The Vault Boardroom is available for use 9am to 6pm.
- Limerick Twenty Thirty will issue a Microsoft Teams invite to attendees.
- Video Conferencing is available for use in the room.
- Wi-Fi is also available for use in the room.
- The main reception in Gardens International will be the point of contact for bookings and on the day of the meeting/event.
- Water, Notepads, pens will be available for use.
- Catering is not provided but can be ordered in by the meeting/event organiser.
- Prompt collection of catering after the event must be organised.

***Can you confirm that you have fully read, understand & accept the above procedure? Please answer below.**

Choose an item.



Event Space Booking Form

Full name:	Click or tap here to enter text.
Organization:	Click or tap here to enter text.
Event Name:	Click or tap here to enter text.
Date of Event:	Click or tap to enter a date.
Time of Event:	Choose an item. until Choose an item.
Access time for Setup:	Click or tap here to enter text.
Exit time:	Click or tap here to enter text.
Maximum number attending:	Click or tap here to enter text.
Are you using an outside caterer?	Choose an item.
If yes, can you indicate details of what caterer you will be using? (So we can grant them access into the building upon arrival)	Click or tap here to enter text.
Will you be using audio-visual equipment? i.e. Teams Conferencing	Choose an item.
If yes, please specify your audio-visual needs	Click or tap here to enter text.