

*Times may have changed but we haven't. With years of experience hosting fabulous events in our beautiful Ballroom, we know very well that it's all the little things that are the most important when planning your occasion. It's what we do and it's what we love doing. Working with our longstanding independent food safety partners, we've put a plan in place to ensure that we are fully compliant with all new HSE guidelines, without compromise to our five-star service. Let our confidence, give you confidence – you're in safe hands with Fallon & Byrne.*

Here's what you need to know about hosting your event in Fallon & Byrne for the foreseeable future. We'd love to chat about your plans – please email [events@fallonandbyrne.com](mailto:events@fallonandbyrne.com) to set up a phone call or a face-to-face appointment.

#### **What is the Ballroom's capacity during this time?**

*The Ballroom can currently play host to a maximum of 50 guests and a minimum of 30 guests. There will also be a maximum of six colleagues working at your event, in line with social distancing guidelines.*

#### **What is the room hire fee?**

*Rental of the Ballroom costs €1000 including VAT and includes:*

- use of our newly redecorated Ballroom until 12.30am on the day
- dedicated event planner • specialist knowledge of our executive and head chefs, sommeliers, pastry chefs and cheesemongers
- full table settings with crisp white linen, place name holders, candle holders, table plan and table numbers
- lime-wash Chiavari chairs

#### **How does seating work?**

*We can accommodate a maximum of 7 tables and request that when preparing your seating plan, guests are seated within existing households or social bubbles. As per government guidelines, we will also require contact details for each case to fulfil any contact tracing requirements should the need arise.*

#### **What about outside vendors or suppliers?**

*To ensure things run as smoothly as possible in the run up to the event, we will request contact details of all vendors or suppliers in order to liaise with them regarding delivery times and instructions.*

#### **What happens when you arrive at Fallon & Byrne?**

*You and your guests will be greeted at the ground floor entrance by a member of our events team. An usher will arrange for your guests to enter the building in groups, directing them to the Ballroom via the Dining Room or the lift.*

#### **When you arrive in the Ballroom...**

*Our friendly team will be waiting to greet you and your guests with a welcoming smile. For the safety of guests and colleagues alike, our team will be wearing clear face shields throughout. To minimise contact, coats can be hung by guests directly in the coat check area or kept at their tables. Guests will be offered a drink on arrival as they view the table plan and are shown to their seats.*

#### **Take a seat...**

*Each table setting will have an individual hand sanitiser for each guest for their personal use throughout the evening. All of our menus are single use and recycled after each event.*

#### **Wine and dine...**

*Our team will be on hand to answer any queries guests may have about the menu or anything else. We aim to have as few shared items as possible on tables, and to minimise team member interactions with guests. Our bar will be open but we request that guests remain away from that area as we will be providing table service for all beverages throughout your event.*

#### **Let's have a party...**

*To maximise the number of guests that we can accommodate, there won't be space for bands in the Ballroom. DJs are of course very welcome and we'd love to see everyone up dancing once social distancing is adhered to.*

#### **A love of food with peace of mind...**

*For your safety and comfort, we will be providing security, usher and bathroom attendant throughout your event. In line with government guidelines, we request that all guests wear a mask upon arrival and when in communal areas of the building including bathrooms, food hall, lobbies and lift.*

**FALLON & BYRNE**  
DUBLIN

**FOR FOOD LOVERS BY FOOD LOVERS**