



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

TO: Declan Gorman / Sharon McArdle
T/A Dorothy Macardle's Prison Notebook
65 Cuchulainn Heights, Carlingford,
Louth, Co. Louth.

E: declangorman@yahoo.co.uk / sharon.mcardle@dcu.ie

RE: Permission to set-up/perform/wrap of *Prison Notebooks* at Kilmainham Gaol on Thursday 22nd September 2022, between the hours of 5:30pm –10:30pm.

Dear Declan / Sharon,

Further to your request above, I am pleased to inform you that permission has been granted subject to compliance with the following conditions:

1. The Minister for Culture, Heritage and the Gaeltacht and the State, their servants and agents, the Commissioners of Public Works, their servants and agents, the Minister for Finance and the State are indemnified against all actions, suits, claims, proceedings, costs or expenses in respect of any loss, accident or damage of any nature to any person or property whatsoever arising out of the granting of this permission. Evidence of a **public liability insurance policy in the sum of €6.5m** has been submitted prior to your event.
2. You will complete a site-specific risk assessment and method statement for this and make these available to OPW.
3. You will be responsible for leaving the site in a clean and tidy condition after use.
4. You will be responsible for the cost of making good any damage caused to the site arising out of its use.
5. There must be no fixing/mounting of any object to any wall or ground surface area of the site.
6. All lighting must be installed as set out in your method statement with all installations to be free standing and without fixings to ground or wall surfaces.

7. Any equipment left on site for the duration of this access is done so at your own risk and OPW accepts no responsibility for any loss or damage to any property.
8. The following fees apply between the hours of 5:30pm – 10:30pm (only) on the 22nd September 2022. Additional charges may apply outside above agreed hours.

OPW out-of-hours staff fee:	€675.00
Venue Hire: €1,000.00 – reduced:	€250.00
Onsite Parking fee: €250 – waived.	€0.00
Total:	<u>€925.00 + Vat @23%</u>

An invoice and banking details for payment will be forwarded separately after the event.

9. All directions of the Office of Public Works and their authorised representatives must be strictly complied with at all times.

Should you agree to abide by the foregoing conditions, please sign the undertaking below and return to niall.bergin@opw.ie

Non-receipt of the completed Indemnity Form will result in cancellation of this permission.

Issued on Behalf of the Commissioners of Public Works in Ireland
National Monuments Section
OPW | Unit 20 | Lakeside Retail Park | Claremorris | Co. Mayo.

8 September 2022

1. I have read and understood the conditions attached to this Letter of Permission, and I agree to abide by them and to bring them to the attention of all personnel involved prior to arrival on site.

Signed: _____

Print Name: _____

On behalf of: _____

Date: _____