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0203 633 7123

Rooms	Rate (ph)	Weekend rate	Comment
<u>Conference Room</u> (3 rd floor)	£80	£100	Big capacity (approx. 180)
<u>Function Room 1</u> (4 th floor)			
<u>Function Room 2</u> (4 th floor)	£60	£75	Medium capacity (approx. 100)
<u>Boardroom</u> (4 th floor)	£35	£45	Fixed room setup
<u>3rd Floor Room</u> 306 / 307 / 308	£45	£55	Medium capacity (approx. 35)
<u>3rd Floor Room</u> 301 / 302 / 305	£35	£45	Small (approx. 24)
<u>Ground floor annex</u>	£60	£75	Medium (approx. 60)
<u>Auditorium</u>	<ul style="list-style-type: none"> • Dry Hire: £2500 (up to 6 hours) this does not include engineers • Full day: £4000 (up to 10 hours includes 3 engineers PA, AV & basic lighting) • Overage: £275 ph Each additional hour (or partial hour) over 10 hours or excess of agreed booking. 		

Additional costs:

- PA Engineer for auditorium £30 per hour per engineer
- AV Engineer for auditorium £40 per hour per engineer
- FaceBook live streaming £25 per hour / £175 maximum charge
- Lighting Engineer for auditorium £30 per hour per engineer
- Security £20 per hour per security guard (1 required per 100 guests)
- Event supervisor £30 per hour
- Dedicated IT support £15 per hour
- Hardware use (laptop, cables, HDMI, extension cords) £25



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Auditorium

Dims 19.5m by 23.9m

Area 466m²

Banqueting – 20 five foot wide round tables with 8 chairs each (total seating capacity 160).
The auditorium could take up to 28 tables, giving a seating capacity of 224 based on 8 chairs per table.

Theatre Style – 566 chairs

Balcony level – 286 chairs

Total auditorium capacity – 852 chairs

3rd Floor Conference Room

Dims 17.35m by 11.55m

Area 200m²

Banqueting – 20 five foot wide round tables with 8 chairs each (total seating capacity 160).
This is without food and drink serving tables in the same room. 15 five foot wide round tables with 8 chairs each (total seating capacity 120) will allow the provision of food and drink serving tables along one side of the room.

Theatre Style – 182

Classroom style – 15 tables with 30 chairs (room could take 35 tables with 70 chairs)

Horseshoe Boardroom Style – 15 tables with 30 chairs (room could take 17 tables with 34 chairs)

Closed Square Boardroom Style – 15 tables with 30 chairs (room could take 20 tables with 40 chairs)

3rd Floor Room 306

Dims 5.7m by 6.1m

Area 34.7m²

Theatre Style – 32

Classroom Style – 4 tables with 8 chairs

Horseshoe Boardroom Style – 5 tables with 10 chairs

Closed Square Boardroom Style – 6 tables with 12 chairs

3rd Floor Room 308

Dims 9.4m by 6.1m

Area 57.3m²

Theatre Style – 48

Classroom style – 9 tables with 18 chairs

Horseshoe Boardroom Style – 15 tables with 30 chairs

Closed Square Boardroom Style – 15 tables with 30 chairs

3rd Floor Room 307

Dims 11.6m by 4m

Area 46.4m²

Theatre Style – 54

Classroom Style – not an option

Horseshoe Boardroom Style – not an option

Closed Square Boardroom Style – not an option

Two Table Rows Boardroom Style – 10 tables with 20 or 22 chairs

3rd Floor Room 305

Dims 5.8m by 4m

Area 23.2m²

Theatre Style – 24

Around Outside of Room - 19

Classroom Style – not an option

Horseshoe Boardroom Style – not an option

Closed Square Boardroom Style – not an option

Two Table Rows Boardroom Style – 4 tables with 8 or 10 chairs

3rd Floor Room 304

Dims 2.8m by 4m

Area 11.2m²

Theatre Style – not an option

Around Outside of Room - 13

Classroom Style – not an option

Horseshoe Boardroom Style – not an option

Closed Square Boardroom Style – not an option

Two Table Rows Boardroom Style – not an option

3rd Floor Room 303

Dims 2.8m by 4m

Area 11.2m²

Theatre Style – not an option

Around Outside of Room - 13

Classroom Style – not an option

Horseshoe Boardroom Style – not an option

Closed Square Boardroom Style – not an option

Two Table Rows Boardroom Style – not an option

3rd Floor Room 302 (Corner Room)

Dims N/K

Area N/K

Theatre Style – not an option

Around Outside of Room - 16

Classroom Style – not an option

Horseshoe Boardroom Style – not an option

Closed Square Boardroom Style – not an option

Two Table Rows Boardroom Style – not an option

3rd Floor Room 301

Dims 6m by 4m

Area 24m²

Theatre Style – 24

Around Outside of Room - 19

Classroom Style – not an option

Horseshoe Boardroom Style – not an option

Closed Square Boardroom Style – not an option

Two Table Rows Boardroom Style – 4 tables with 8 or 10 chairs

4th Floor Function Room One

Dims 17.5m by 11.96m

Area 209m²

Banqueting – 20 five foot wide round tables with 8 chairs each (total seating capacity 160).

This is without food and drink serving tables in the same room. 15 five foot wide round tables with 8 chairs each (total seating capacity 120) will allow the provision of food and drink serving tables along one side of the room.

Theatre Style – 182

Classroom style – 15 tables with 30 chairs (room could take 35 tables with 70 chairs)

Horseshoe Boardroom Style – 15 tables with 30 chairs (room could take 18 tables with 36 chairs)

Closed Square Boardroom Style – 15 tables with 30 chairs (room could take 22 tables with 44 chairs)

4th Floor Function Room Two

Dims 17.5m by 6.1m

Area 106m²

Banqueting – 6 five foot wide round tables with 8 chairs each (total seating capacity 48). This is without food and drink serving tables in the same room. 5 five foot wide round tables with 8 chairs each (total seating capacity 40) will allow the provision of food and drink serving tables at one end of the room.

Theatre Style – 104

Classroom style – 14 tables with 28 chairs

Horseshoe Boardroom Style – 15 tables with 30 chairs (room could take 17 tables with 34 chairs)

Closed Square Boardroom Style – 15 tables with 30 chairs (room could take 18 tables with 36 chairs)