

**SAVOY
PLACE**

Commercial Tariff 2012

IET London: Savoy Place includes all the following added extras in room hire and day delegate rates:

- LCD projector
- Screen
- Flipchart & pens
- WiFi

Theatre bookings also include:

- Audio visual technician
- Laptop
- PA system
- Lectern

All boardroom, cabaret and classroom style meetings also include:

- Writing pads
- Pens
- Bottled still water
- Sweets

Room	Maximum Capacity	Day Rate	Half Evening Rate (18.00-21.30)	Full Evening Rate (18.00-00.00)
Ground Floor				
Main Lecture Theatre*	462 (Theatre Style)	£2,708	£2,045	£2,537
Lancaster Room	100 (Reception)	£1,304	£1,033	£1,525
Maxwell Suite	100 (Reception)	£1,721	£1,338	£1,829
Common Room	100 (Reception)	£1,338	£1,073	£1,565
Siemens Room	100 (Reception)	£1,024	£819	£1,310
Faraday Room	60 (Theatre Style)	£1,127	£922	£1,413
Kelvin Room (available from 18.00 only)	60 (Reception)	N/A	£475	£966
Ground Floor Package (includes all above rooms excl. Kelvin daytime)		£8,652	£6,164	£8,916
1st Floor				
Library	80 (Reception)	N/A	£1,298	£1,789
2nd Floor				
Council Chamber**	140 (Theatre style)	£1,970	£1,485	£1,976
Mountbatten Room	50 (Reception)	£943	£769	£1,260
Nuffield Room	40 (Reception)	£729	£594	£1,086
Thompson Room	70 (Theatre Style)	£1,229	£972	£1,464
2nd Floor Package (includes Council, Mountbatten, Nuffield & Thompson rooms)		£4,085	£3,056	£4,628
Watson Watt Room	22 (Boardroom)	£1,129	£818	£1,338
Green Room	8 (Boardroom)	£491	£431	£922
3rd Floor				
Riverside Room***	240 (Rounds)	£2,013	£1,575	£2,066
Lovelace Room	14 (Boardroom)	£410	£394	£885
Haslett Room	12 (Boardroom)	£384	£358	£849

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Meeting Room Day Delegate Rate

Capacity	Price Per Person
Meeting Room Day Delegate Rate	£66 + vat per person

Meeting room day delegate rate includes:

- Room hire from 08.00 - 17.00
- Projector, screen & flipchart
- Finger Buffet Menu

- 3 x servings of tea, coffee & hand baked cookies
- Water throughout the day

Minimum numbers of 20 apply to all Meeting Room DDRs

Theatre Day Delegate Rate

Capacity	Price Per Person
Council Chamber Day Delegate Rate (min of 80 people)	£68 + vat per person
Lecture Theatre Day Delegate Rate (min of 150 people)	

Theatre day delegate rate includes:

- Room hire from 08.00 - 17.00
- Inclusive AV equipment
- Catering room(s)

- Hot or Cold Fork Buffet Option A
- 3 x servings of tea, coffee & hand baked cookies
- Water throughout the day

Session Times

Session Time	Price Per Additional Hour
Day Rate 08.00 - 17.00	N/A
Evening Rate 18.00 - 21.30	N/A
Early Opening 07.00 - 08.00	£210 per hour + VAT
Late Opening 00.00 - 01.00 (subject to license application)	£265 per hour per room + VAT
Early Set-up 01.00 - 07.00	£400 per hour per room + VAT

Please Note:

- 1) Room hire includes either a LCD projector and screen or a LCD screen and flip chart. The services of an AV technician and built-in AV equipment are included in the lecture theatre charges
- 2) All Room hire rates quoted are plus VAT
- 3) *Minimum numbers of 150 people apply for daytime Main Lecture Theatre bookings with a minimum catering spend of £3,975 + VAT

- 4) **Minimum numbers of 80 people apply for daytime Council Chamber Theatre bookings with a minimum catering spend of £2,120 + VAT
 - 5) ***Minimum numbers of 50 people apply to Riverside Room daytime bookings with a minimum catering spend of £1,100 + VAT
 - 6) The right to alter this tariff without notice is reserved
 - 7) Bespoke quotation can also be provided for weekend, Bank Holiday and New Years Bookings.
- A full list of terms and conditions of hire is available upon request.