## ROOM HIRE TARIFF 2022

### MEETING ROOM HIRE INCLUDES:
- 55”-95” fixed flat-screen HD display with PC, video and audioconnectivity*
- Free Wi-Fi for all delegates
- Flipchart and pens

### LECTURE THEATRE HIRE INCLUDES:
- High Resolution widescreen projection including PC
- L’Acoustics sound system, lectern with microphone, 1 lapel and 2 handheld microphones
- Digital sound desk and basic stage lighting
- Dedicated AV technician(s) x2 Kelvin, x1 Turing

### ALL BOARDROOM, CABARET AND CLASSROOM STYLE MEETINGS ALSO INCLUDE:
- Writing pads
- Pens
- Bottled still water

### ROOMS AND PRICES

<table>
<thead>
<tr>
<th>Room Description</th>
<th>Maximum Capacity</th>
<th>Day Rate (8am to 5pm)</th>
<th>Evening Rate (6pm to 11pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUND FLOOR</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Kelvin Lecture Theatre*</td>
<td>451² (Tiered theatre style)</td>
<td>£4,615</td>
<td>£3,565</td>
</tr>
<tr>
<td>Flowers Room</td>
<td>120 (Reception)</td>
<td>£1,665</td>
<td>£1,025</td>
</tr>
<tr>
<td>Lovelace Room</td>
<td>80 (Reception)</td>
<td>£1,665</td>
<td>£1,025</td>
</tr>
<tr>
<td>Haslett Room</td>
<td>120 (Reception)</td>
<td>£1,665</td>
<td>£1,025</td>
</tr>
<tr>
<td>Watson-Watt Room</td>
<td>100 (Reception)</td>
<td>£1,665</td>
<td>£1,025</td>
</tr>
<tr>
<td>Marconi Room</td>
<td>80 (Reception)</td>
<td>£1,665</td>
<td>£1,025</td>
</tr>
<tr>
<td>Blumlein - all 3 sections (1,2,3)</td>
<td>80 (Reception)</td>
<td>£1,665</td>
<td>£1,025</td>
</tr>
<tr>
<td>Blumlein 1 section</td>
<td>12 (Boardroom)</td>
<td>£565</td>
<td>£450</td>
</tr>
<tr>
<td>Blumlein 2 sections</td>
<td>15 (Boardroom)</td>
<td>£1,130</td>
<td>£900</td>
</tr>
<tr>
<td>Ground Floor Package</td>
<td></td>
<td><strong>£13,000</strong></td>
<td><strong>£8,700</strong></td>
</tr>
<tr>
<td>(all ground floor rooms)</td>
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<tr>
<td><strong>1ST FLOOR</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Maxwell Library**</td>
<td>190 (Reception)</td>
<td>£3,200</td>
<td>£2,565</td>
</tr>
<tr>
<td>Wedmore Boardroom</td>
<td>26 (Boardroom - fixed)</td>
<td>£1,795</td>
<td>£1,025</td>
</tr>
<tr>
<td>Siemens Boardroom</td>
<td>80 (Reception)</td>
<td>£1,665</td>
<td>£1,025</td>
</tr>
<tr>
<td><strong>2ND FLOOR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turing Lecture Theatre***</td>
<td>175² (Tiered theatre style)</td>
<td>£3,260</td>
<td>£2,605</td>
</tr>
<tr>
<td>Mountbatten Exhibition Room</td>
<td>100 (Reception)</td>
<td>£1,795</td>
<td>£1,025</td>
</tr>
<tr>
<td>Appleton Room</td>
<td>10 (Boardroom)</td>
<td>£235</td>
<td>£100 from 5.30 to 6.30pm</td>
</tr>
<tr>
<td>Bell Room</td>
<td>6 (Boardroom)</td>
<td>£220</td>
<td>£100 from 5.30 to 6.30pm</td>
</tr>
</tbody>
</table>

*price subject to room type, Maxwell library excluded

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1 1+6 usherette seats
2 15 usherette seats

WWW.SAVOYPLACE.LONDON
ROOM | MAXIMUM CAPACITY | DAY RATE (8am to 5pm) | EVENING RATE (6pm to 11pm)
--- | --- | --- | ---
3RD FLOOR
Riverside Room****
Riverside room can be partitioned into five separate rooms which each have a capacity of between 50-90
330 (Reception) | £6,660 | £5,330
Johnson Roof Terrace
(Can only be booked in conjunction with the Riverside Room)
200 (Reception) | £795 | £825
MEGA LECTURE
Combined use of both the Lecture Theatres, Ground Floor, Library and Exhibition Room
626 | £19,200 | £13,400

**DAY DELEGATE RATE**

**CAPACITY** | **PRICE PER PERSON**
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Lecture Theatre Day Delegate Rate (DDR):
Turing Lecture Theatre minimum number DDR = 100 delegates
Kelvin Lecture Theatre minimum number DDR = 250 delegates

**THEATRE DAY DELEGATE RATE INCLUDES:**
- Room Hire from 8am to 5pm
- Inclusive AV equipment
- Catering Rooms from 8am to 5pm
- Hot or cold fork buffet lunch
- Servings of tea, coffee with treats x3
- Water throughout the day

**SESSION TIMES**

**SESSION TIME** | **CHARGE PER ADDITIONAL HOUR**
--- | ---
Day Rate* 8am to 5pm | N/A
Evening Rate* 6pm to 11pm | N/A
Early Opening 7am to 8am (Reception and Duty Manager) | £265 per hour
Late Opening 11pm to 1am (Subject to TENs license application with W.C.C) | £265 per hour per room (plus license fee for TENs license extension with W.C.C)
Early Set-up 1am to 7am | £400 per hour per room

*Please note in the period of room hire is the total time you have access to the room, and we ask that you ensure that it is adequate to cover any set up and breakdown requirements.

**PLEASE NOTE:**

1. All room hire rates are quoted excluding VAT
2. *Minimum numbers of 250 people on DDR apply to daytime Kelvin Lecture Theatre bookings or a minimum catering spend of £6,800 + VAT. The services of an AV technician and built-in AV equipment are included in the lecture theatre charges. A second AV technician will be required in the Kelvin Lecture Theatre if using split screen technology - chargeable fee applies
3. **A minimum catering spend of £2,800 + VAT applies to bookings in the Maxwell Library
4. ***Minimum numbers of 100 people on DDR apply to the Turing Lecture Theatre or a minimum catering spend of £3,500 + VAT
5. **A minimum catering spend of £4,500 + VAT applies to bookings in the Riverside Room
6. The right to alter this tariff without notice is reserved
7. Bespoke quotations can also be provided for weekend, Bank Holiday and New Years Bookings
8. Agency commission will only be paid (where applicable) to full commercial, non-discounted rates
9. A minimum catering spend of £1,000 + VAT applies to all evening bookings

A full list of terms and conditions of hire is available upon request. (TENs = Temporary Event Notice)