

ROOM HIRE TARIFF 2023

SAVOY

LONDON

PLACE

MEETING ROOM HIRE INCLUDES:

*size subject to room type, Maxwell library excluded

- 55"- 95" fixed flat-screen HD display with PC, video and audioconnectivity*
- Free Wi-Fi for all delegates
- Flipchart and pens

LECTURE THEATRE HIRE INCLUDE:

- 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, x2 Turing

ALL BOARDROOM, CABARET AND CLASSROOM STYLE MEETINGS ALSO INCLUDE:

- Writing pads
- Pens
- Bottled still water

VENUES FROM: 

ROOM	MAXIMUM CAPACITY	DAY RATE (8am to 5pm)	EVENING RATE (6pm to 11pm)
GROUND FLOOR			
Kelvin Lecture Theatre*	451 ¹ (Tiered theatre style)	£5,075	£3,920
Flowers Room	120 (Reception)	£1,750	£1,075
Lovelace Room	80 (Reception)	£1,750	£1,075
Haslett Room	120 (Reception)	£1,750	£1,075
Watson-Watt Room	100 (Reception)	£1,750	£1,075
Marconi Room	80 (Reception)	£1,750	£1,075
Blumlein - all 3 sections (1,2,3)	80 (Reception)	£1,750	£1,075
Blumlein 1 section	12 (Boardroom)	£590	£470
Blumlein 2 sections	15 (Boardroom)	£1,185	£945
Ground Floor Package (all ground floor rooms)		£13,650	£9,130
1ST FLOOR			
Maxwell Library**	190 (Reception)	£3,360	£2,695
Wedmore Boardroom	26 (Boardroom - fixed)	£1,885	£1,075
Siemens Boardroom	80 (Reception)	£1,750	£1,075
2ND FLOOR			
Turing Lecture Theatre***	175 ² (Tiered theatre style)	£3,950	£3,200
Mountbatten Exhibition Room	100 (Reception)	£1,885	£1,075
Appleton Room	10 (Boardroom)	£245	£105 from 5.30 to 6.30pm
Bell Room	6 (Boardroom)	£230	£105 from 5.30 to 6.30pm
Faraday Centre	175 (Reception)	n/a	£2000

¹+6 usherette seats

²+14 usherette seats

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)	£6,990	£5,590
Johnson Roof Terrace (Can only be booked in conjunction with the Riverside Room)	200 (Reception)	£850	£890
MEGA LECTURE			
Combined use of both the Lecture Theatres, Ground Floor, Library and Exhibition Room	626	£20,150	£14,000

DAY DELEGATE RATE

CAPACITY	PRICE PER PERSON
Lecture Theatre Day Delegate Rate (DDR): Turing Lecture Theatre minimum number DDR = 100 delegates Kelvin Lecture Theatre minimum number DDR = 250 delegates	£95 + VAT

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)	£290 per hour
Late Opening/ Early Set-up 11pm to 7am (Subject to TENs license application with W.C.C)	£440 per hour per room (plus license fee for TENs license extension with W.C.C)

*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, a minimum catering spend of £6,800 + VAT for day bookings and £4,000 for evening bookings. 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 day bookings in the Maxwell Library and £2,000 for evening bookings.
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 day bookings in the Riverside Room and £2,500 for evening bookings.
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.

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

VENUES FROM: **IET**