

Room Hire Tariff 2019

Meeting room hire includes:

- 55" - 95" fixed flat-screen HD display with PC, video & audio connectivity*
- Free wi-fi for all delegates
- Flipchart & pens

*size subject to room type. Maxwell Library excluded

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 simple 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

Room	Maximum Capacity	Day Rate (08.00-17.00)	Evening Rate (18.00-23.00)
Ground Floor			
Kelvin Lecture Theatre*	451 ¹ (Tiered Theatre Style)	£4,360	£3,480
Flowers Room	120 (Reception)	£1,625	£1,000
Lovelace Room	80 (Reception)	£1,625	£1,000
Haslett Room	120 (Reception)	£1,625	£1,000
Watson-Watt Room	100 (Reception)	£1,625	£1,000
Marconi Room	80 (Reception)	£1,625	£1,000
Blumlein - all 3 sections (1,2,3)	80 (Reception)	£1,625	£1,000
Blumlein 1, 2 or 3	8 (Boardroom)	£550	£440
Blumlein 1 & 2 or 2 & 3	16 (Boardroom)	£1,100	£880
Ground Floor Package (all ground floor rooms except Blumlein Room)	451	£12,550	£8,500
1st Floor			
Maxwell Library**	190 (Reception)	£3,050	£2,440
Wedmore Boardroom	26 (Boardroom - fixed)	£1,750	£1,000
Siemens Boardroom	80 (Reception)	£1,625	£1,000
2nd Floor			
Turing Lecture Theatre***	175 ² (Tiered Theatre style)	£3,100	£2,480
Mountbatten Exhibition Room	100 (Reception)	£1,750	£1,000
Appleton Room	10 (Boardroom)	£225	£40 from 17.30-19.30
Bell Room	6 (Boardroom)	£210	£40 from 17.30-19.30
3rd Floor			
Riverside Room**** Riverside room can be partitioned into five separate rooms which each have a capacity of between 50-90	330 (Rounds or Theatre)	£6,500	£5,200
Johnson Roof Terrace (Can only be booked in conjunction with the Riverside Room)	200 (Reception)	£775	£825
Mega Lecture			
Combined use of both the Lecture Theatres, Ground Floor, Library and Exhibition Room	626	£18,250	£12,950

¹ +6 usherette seats ² +15 usherette seats

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	£88 + vat

Theatre Day Delegate Rate includes:

- Room Hire from 08.00 to 17.00
- Inclusive AV equipment
- Catering Rooms from 08:00 to 17:00
- Hot or cold fork buffet lunch
- 3x Servings of tea, coffee with treats
- Water throughout the day

Session Times

Session Time	Charge Per Additional Hour
Day Rate* 08.00-17.00	N/A
Evening Rate* 18.00-23.00	N/A
Early Opening 07.00-08.00 (Reception and Duty Manager)	£265 per hour
Late Opening 23.00-01.00 (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 01.00-07.00	£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 2 AV technicians and built-in AV equipment are included in the lecture theatre charges
An additional technician may 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

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