

Capacity and Charges

1 October 2012 - 30 September 2013

	Meeting Room & Catering Capacity							Meeting Hire Charges				Catering Room Hire Charges*		
	Theatre Style	Boardroom	Cabaret Style	Reception	Standing Buffet	Seated Buffet	Banquet	8am - 5pm	4hrs or less	Saturday	Sunday	Main Room Monday to Friday	Saturday	Sunday
								Monday to Friday	Monday to Friday					
Ground Floor														
Guy Whittle Auditorium**	300	-	-	-	-	-	-	£5,750	£3,750	£4,750	£3,500	-	-	-
Max Rayne Auditorium**	150	-	-	-	-	-	-	£3,500	£2,500	£3,000	£2,250	-	-	-
Wimpole Lecture Theatre**	80	-	-	-	-	-	-	£2,000	£1,500	£1,750	£1,600	-	-	-
Max Rayne Atrium	-	-	-	200	150	60	80	-	-	-	-	£1,000	£900	£900
Events Dining Room	-	-	-	200	150	100	110	-	-	-	-	£1,000	£900	£900
ENT Room	40	22	24	50	40	30	40	£675	£575	£500	£400	£500	£500	£500
Max Rayne Club Foyer	-	-	-	80	60	40	40	-	-	-	-	£300	£200	£200
Lower Ground Floor														
The Training Suite	35	18	-	-	-	-	-	£575	£475	£600	£500	-	-	-
The Seminar Suite (Below meeting rooms combined)	60	30	30	60	60	-	-	£1250	£850	£600	£500	-	-	-
Seminar Room 1	15	12	-	-	-	-	-	£550	£375	£400	£400	-	-	-
Seminar Room 2	20	14	-	-	-	-	-	£550	£375	£400	£400	-	-	-
Seminar Room 3	24	16	-	-	-	-	-	£550	£375	£400	£400	-	-	-
Third Floor														
Marcus Beck Library	-	30	-	-	-	-	-	£650	£500	£550	£450	-	-	-
The Louis Forman Room	-	13	-	-	-	-	-	£365	£280	£300	£250	-	-	-
CUHK Room	-	12	-	-	-	-	-	£365	£280	£300	£275	-	-	-
The Henrietta Room	-	10	-	-	-	-	-	£365	£280	£300	£250	-	-	-

* When catering is an integral part of the meeting, there is no extra charge for the room used. Should you have a catering only event, such as a Reception, Lunch or Dinner the above catering room hire charges will apply

**Evening & Weekend rates for a dedicated technician apply here, please contact the Events Office on 020 7290 2951 for a quote

The number and size of Exhibition stands need to be discussed and agreed with the events office prior to the conference. All rooms set-up in boardroom style will include notepads, pencils and basic stationery. All meeting room hire charges are effective for events held from 1 October 2012 to 30 September 2013. If your event is scheduled to take place on or after 30 September 2013 please call the Events Office on 020 7290 2951 for a quote

Day Delegate Rate is £79 per person

Wimpole Lecture Theatre available for booking from mid-November

All prices are subject to VAT at the current rate