



ROOMS	RATE (PH)	WEEKEND RATE (PH)	COMMENT
Conference Room (3rd Floor)	£90	£115	Large Capacity (approx. 180)
Function Room 1 (4th Floor)	£90	£115	Large Capacity (approx. 180)
Function Room 2 (4th Floor)	£70	£90	Medium Capacity (approx. 100)
Boardroom (4th Floor)	£45	£60	Fixed Room setup
3rd Floor Room 306/307/308	£55	£70	Medium Capacity (approx. 35)
3rd Floor Room 301/302/305	£50	£60	Small Capacity (approx. 24)
Ground Floor Annexe	£70	£90	Medium Capacity (approx. 60)
Coffee Shop		£35	2 Hour Minimum

Auditorium

- Dry Hire: £3100 (up to 6 hours) this does not include engineers.
- Full Day: £4800 (up to 10 hours includes 3 engineers PA, AV and basic lighting)
- Overage / Hourly fee: £300 Each additional hour (or partial hour) over 10 hours or fewer than a 6-hour dry hire)

Additional Costs:

- PA Engineer for auditorium **£30 per hour per engineer**
- AV Engineer for auditorium **£40 per hour per engineer**
- Facebook live streaming **£25 per hour / £175 maximum charge**
- Lighting Engineer for auditorium **£30 per hour per engineer**
- Security **£20 per hour per security guard** (1 required per 100 guests)
- Event supervisor **£30 per hour**
- Dedicated IT support **£15 per hour**
- Hardware use (Screens, laptop, cables, HDMI, extension cords) **£25**
- Consumables (pens, flipchart paper) **£15**



Auditorium

Dims 9.5m by 23.9m

Area 466m²

Banqueting - 20 five foot wide round tables with 8 chairs each (total seating capacity 160).

The auditorium could take up to 28 tables, giving a seating capacity of 224 based on 8 chairs per table.

Theatre Style - 566 chairs

Balcony level - 286 chairs

Total auditorium capacity - 852 chairs

3rd Floor Conference Room

Dims 17.35m by 11.55m

Area 200m²

Banqueting - 20 five foot wide round tables with 8 chairs each (total seating capacity 160).

This is without food and drink serving tables in the same room.

15 five foot wide round tables with 8 chairs each (total seating capacity 120) will allow the provision of food and drink serving tables along one side of the room.

Theatre Style - 182

Classroom style - 15 tables with 30 chairs (room could take 35 tables with 70 chairs)

Horseshoe Boardroom Style - 15 tables with 30 chairs (room could take 17 tables with 34 chairs)

Closed Square Boardroom Style - 15 tables with 30 chairs (room could take 20 tables with 40 chairs)

3rd Floor Room 306

Dims 5.7m by 6.1m

Area 34.7m²

Theatre Style - 32

Classroom Style - 4 tables with 8 chairs

Horseshoe Boardroom Style - 5 tables with 10 chairs

Closed Square Boardroom Style - 6 tables with 12 chairs



3rd Floor Room 308

Dims 9.4m by 6.1m

Area 57.3m²

Theatre Style - 48

Classroom Style - 9 tables with 18 chairs

Horseshoe Boardroom Style - 15 tables with 30 chairs

Closed Square Boardroom Style - 15 tables with 30 chairs

3rd Floor Room 307

Dims 11.6m by 4m

Area 46.4m²

Theatre Style - 54

Classroom Style - Not an option

Horseshoe Boardroom Style - Not an option

Closed Square Boardroom Style - Not an option

Two Table Rows Boardroom Style - 10 tables with 20 or 22 chairs

3rd Floor Room 305

Dims 5.8m by 4m

Area 23.2m²

Theatre Style - 24

Around Outside of Room - 19

Classroom Style - Not an option

Horseshoe Boardroom Style - Not an option

Closed Square Boardroom Style - Not an option

Two Table Rows Boardroom Style - 4 tables with 8 or 10 chairs

3rd Floor Room 304

Dims 2.8m by 4m

Area 11.2m²

Theatre Style - Not an option

Around Outside of Room - 13

Classroom Style - Not an option

Horseshoe Boardroom Style - Not an option

Closed Square Boardroom Style - Not an option

Two Table Rows Boardroom Style - Not An option



3rd Floor Room 303

Dims 2.8m by 4m

Area 11.2m²

Theatre Style - Not an option

Around outside of Room - 13

Classroom Style - Not an option

Horseshoe Boardroom Style - Not an option

Square Boardroom Style - Not an option

Two Table Rows Boardroom Style - Not An option

3rd Floor Room 302 (Corner Room)

Dims N/K

Area N/K

Theatre Style - Not an option

Around outside of Room - 16

Classroom Style - Not an option

Horseshoe Boardroom Style - Not an option

Square Boardroom Style - Not an option

Two Table Rows Boardroom Style - Not An option

3rd Floor Room 301

Dims 6m by 4m

Area 24m²

Theatre Style - 24

Around outside of Room - 19

Classroom Style - Not an option

Horseshoe Boardroom Style - Not an option

Square Boardroom Style - Not an option

Two Table Rows Boardroom Style - 4 tables with 8 or 10 chairs



4th Floor Function Room One

Dims 17.5m by 11.96m

Area 209m²

Banqueting - 20 five foot wide round tables with 8 chairs each (total seating capacity 160).

This is without food and drink serving tables in the same room.

15 five foot wide round tables with 8 chairs each (total seating capacity 120) will allow the provision of food and drink serving tables along one side of the room.

Theatre Style - 182

Classroom style - 15 tables with 30 chairs (room could take 35 tables with 70 chairs)

Horseshoe Boardroom Style - 15 tables with 30 chairs (room could take 18 tables with 36 chairs)

Closed Square Boardroom Style - 15 tables with 30 chairs (room could take 22 tables with 44 chairs)

4th Floor Function Room Two

Dims 17.5m by 6.1m

Area 106m²

Banqueting - 6 five foot wide round tables with 8 chairs each (total seating capacity 48).

This is without food and drink serving tables in the same room.

5 five foot wide round tables with 8 chairs each (total seating capacity 40) will allow the provision of food and drink serving tables at one end of the room.

Theatre Style - 104

Classroom style - 14 tables with 28 chairs

Horseshoe Boardroom Style - 15 tables with 30 chairs (room could take 17 tables with 34 chairs)

Closed Square Boardroom Style - 15 tables with 30 chairs (room could take 18 tables with 36 chairs)