

# Capacity and Charges

1 October 2008 - 30 September 2009

	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 Mon-Fri	Saturday †	Sunday †
								Mon-Fri	Mon-Fri					
<b>Ground Floor</b>														
Lecture Theatre**	300	-	-	-	-	-	-	£5,000	£3,000	£4,500	£2,750	-	-	-
Max Rayne** (North Hall)	150	-	-	-	-	-	-	£3,000	£2,000	£2,500	£1,750	-	-	-
Wimpole Room (MSD)	60	40	36	100	80	50	30	£800	£500	£700	£500	£600	£500	£600
Max Rayne Atrium	-	-	-	200	150	60	80	-	-	-	-	£1,000	£800	£900
Events Dining Room	-	-	-	200	150	100	110	-	-	-	-	£1,000	£800	£900
Garden Room	40	22	24	50	40	30	40	-	-	-	-	£500	£400	£500
Max Rayne Club Foyer	-	-	-	80	60	40	40	-	-	-	-	£300	£300	£200
<b>Basement</b>														
Lower Atrium Theatre	50	-	-	-	-	-	-	£600	£500	£600	£500	-	-	-
<b>Lower Ground Floor</b>														
Cavendish Boardroom	-	14	-	-	-	-	-	£425	£350	£425	£350	-	-	-
<b>Ground Floor Mezzanine</b>														
Committee Room 4	40	27	-	-	-	-	-	£550	£400	£500	£400	-	-	-
<b>First Floor</b>														
Domus Boardroom 1	-	12	-	-	-	-	-	£300	£250	£300	£200	-	-	-
Domus Boardroom 2	-	8	-	-	-	-	-	£270	£200	£300	£200	-	-	-
Domus Boardroom 3	-	12	-	-	-	-	-	£300	£250	£300	£200	-	-	-
<b>Third Floor</b>														
Marcus Beck Library	-	30	-	-	-	-	-	£550	£450	£550	£450	-	-	-
The Louis Forman Room	-	14	-	-	-	-	-	£300	£270	£300	£250	-	-	-
CUHK Room	-	14	-	-	-	-	-	£350	£280	£300	£275	-	-	-
The Henrietta Room	-	10	-	-	-	-	-	£300	£270	£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 2951/2/3 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 above the ground floor will include notepads, pencils and basic stationery. All meeting room hire charges are effective for events held from 1 October 2008 to 30 September 2009. If your event is scheduled to take place on or after 1 October 2008 please call the Events office for a quote