

Room Hire Charges 2017

Room	Maximum Capacity	Day Rate	Session Rate	Evening Rate
Ground Floor				
Kingston Theatre	150 (Theatre)	£1,930	£1,210	£1,210
Waterside Room	150 (Reception)	£970	N/A	£690
Faraday Room	20 (Boardroom)	£580	£440	£440
Boulton Room	20 (Boardroom)	£580	£440	£440
Faraday & Boulton Room	104 (Theatre)	£1,050	£740	£740
Edison Room	4 (Boardroom)	£260	£170	£170
Courtyard	100 (Reception)	N/A	N/A	£520
1st Floor				
Lodge Rooms 1, 2 & 3	120 (Theatre)	£1,210	£770	£770
Lodge Rooms 1 & 2	80 (Theatre)	£970	£690	£690
Lodge Room 1	44 (Theatre)	£580	£440	£440
Lodge Room 2	16 (Boardroom)	£580	£440	£440
Lodge Room 3	16 (Boardroom)	£580	£440	£440
Telford Room	60 (Theatre)	£680	£510	£510
Crompton Room	44 (Theatre)	£580	£440	£440
Randall Room	10 (Boardroom)	£260	£170	£170
Stephenson Room	6 (Boardroom)	£260	£170	£170
Boot Room	8 (Boardroom)	£260	£170	£170
Brindley Room	6 (Boardroom)	£260	£170	£170

Session Times

Session Time	Price Per Hour
Day Rate 09.00 - 17.00	N/A
Evening Rate 18.00 - 21.30	N/A
Session Rate 09.00 - 12.30 or 13.30 - 17.00	N/A
Early Opening 07.00 - 08.00	£125
Late Opening 21.30 - 00.00	£125

Meeting Room Day Delegate Rate

Capacity	Price Per Person
10 – 120 people	£41.95 + VAT per person

Meeting room day delegate rate includes:

- Hire of Room
 - Tea/Coffee/Pastries on arrival
 - Mid Morning Tea/Coffee/Biscuits
 - Pick & Mix Finger Buffet Lunch (6 items)
 - Mid Afternoon Tea/Coffee/Biscuits
 - Bottled still & sparkling water with lunch
 - Conference Pads & Pencils (Non Theatre Style Bookings)
 - LCD Projector, Presentation Screen, Flipchart and WiFi included
- Minimum numbers apply dependant on room hired*

Kingston Theatre Day Delegate Rate

Capacity	Price Per Person
100 - 150 people	£47.95 + VAT per person

Kingston Theatre day delegate rate includes:

- Hire of Room
 - Tea/Coffee/Pastries on arrival
 - Mid Morning Tea/Coffee/Biscuits
 - Pick & Mix Finger Buffet Lunch (6 items)
 - Mid Afternoon Tea/Coffee/Biscuits
 - Bottled still & sparkling water with lunch
 - Inclusive AV equipment, technical support and WiFi
 - Catering room(s)
- Minimum numbers apply*

All Day Delegate Rates include access to the business support centre, a dedicated event co-ordinator and complimentary parking for the event organiser (must be pre-booked).

Please Note:

1) All room hire and DDR rates quoted exclude VAT.
 2) Room hire includes either a LCD projector and screen or a LCD TV and flipchart. The services of a dedicated AV technician and built-in AV equipment are included in the room hire and DDR charge for the Kingston Theatre only. Additional equipment can be hired on demand. Just contact our sales team for more details.
 3) Minimum booking numbers of 100 people apply for Kingston Lecture Theatre bookings.

4) If you require catering as part of your Kingston Theatre booking, the Waterside Room needs to be hired alongside.
 5) Minimum catering spend applies for all room hire bookings.
 6) Bespoke weekend, bank holiday and New Year's Eve quotations are available on request.
 7) The right to alter this tariff without notice is reserved.

A full list of terms and conditions of hire is available upon request.