



Capacity & Charges

1 October 2016 - 30 September 2017

	Meeting Room & Catering Capacity							Meeting: Room Hire			Catering: Room Hire*	
	Theatre Style	Boardroom	Cabaret Style	Reception	Standing Buffet	Seated Buffet	Banquet	8am - 5pm Monday to Friday	4hrs or less Monday to Friday	Saturday and Sunday	Monday to Friday	Saturday and Sunday
Ground Floor												
Guy Whittle Auditorium	300	-	-	-	-	-	-	£5,750	£3,750	£4,750	-	-
Max Rayne Auditorium	150	-	-	-	-	-	-	£3,500	£2,500	£3,000	-	-
Naim Dangoor Auditorium	80	-	-	-	-	-	-	£2,200	£1,500	£1,750	-	-
Max Rayne Atrium	-	-	-	200	150	60	80	-	-	-	£1,000	£900
The Cavendish Room	-	-	-	200	150	100	110	-	-	-	£1,000	£900
ENT Room	40	22	24	50	40	30	40	£750	£675	£750	£700	£500
Max Rayne Club Foyer	-	-	-	80	60	40	40	-	-	-	£300	£200
Lower Ground Floor												
The Training Suite	25	18	-	-	-	-	-	£575	£475	£600	-	-
The Seminar Suite Below meeting rooms combined	60	30	30	80	50	-	-	£1,250	£850	£850	-	-
Seminar Room 1	15	12	-	20	15	-	-	£550	£375	£400	-	-
Seminar Room 2	20	14	-	20	15	-	-	£550	£375	£400	-	-
Seminar Room 3	24	16	-	20	15	-	-	£550	£375	£400	-	-
Third Floor												
Marcus Beck Library	-	30	-	-	-	-	-	£750	£600	£550	-	-
The Louis Forman Room	-	13	-	-	-	-	-	£365	£280	£300	-	-
CUHK Room	-	12	-	-	-	-	-	£365	£280	£300	-	-
The Henrietta Room	-	10	-	-	-	-	-	£365	£280	£300	-	-

* When catering is an integral part of the meeting, there is no extra charge for the room used. All rooms set-up in boardroom style will include notepads, pencils, bottled water and sweets. All charges subject to VAT at the time of invoicing Day Delegate Rate: Monday, Friday, Saturday, Sunday - £79; Tuesday, Wednesday, Thursday - £82.50
Call the Events Office on 020 7290 2951