

## Room Hire, Day Delegate and Dinner Packages

|   | Half Day<br>Morning 07.00-13.00<br>Afternoon 14.00-17.30 | Full Day<br>07.00-17.30 | Evening<br>18.30-23.00 |
|---|--|-------------------------|------------------------|
| Smeaton Room  | £975   | £1,950                  | £1,200                 |
| Brunel or Council Rooms                                 | £775   | £1,550                  | £850                   |
| Stephenson Room   | £500   | £1,000                  | £600                   |
| Godfrey Mitchell (Including technician)                 | £1,250   | £2,500                  | £1,250                 |
| Telford Theatre (Including technician)                  | £2,400   | £4,800                  | £2,400                 |
| Great Hall  | £2,400   | £4,800                  | £3,500                 |
| Palmer Room   | £600   | £1,200                  | £720                   |
| Rennie Room   | £600   | £1,200                  | £720                   |
| Tredgold or Bazalgette Rooms                            | £500   | £1,000                  | £600                   |
| President's Dining Room, Boardroom or Presidents Office | £500   | £1,000                  | £600                   |
| Cubitt, Rankine, Brassey or Bruce White Rooms           | £345   | £690                    | £345                   |
| Hawksley or McKenzie Rooms                              | £245   | £490                    | £245                   |
| Hawksley and McKenzie Rooms (Combined)                  | £410   | £820                    | £410                   |
| Bailey Room   | £210   | £420                    | £210                   |

### Day Delegate Package Rate Options

**45-240 people**

#### Silver Package: £73.00 per person

This includes

- Meeting Room (7.00am-5.30pm)
- Catering Room (7.00am-5.30pm)
- Tea/Coffee & Cookies on arrival
- Tea/Coffee & Biscuits mid-morning and afternoon
- Business Lunch with Tea/Coffee
- Unlimited bottled water with lunch
- Telephone on registration desk
- Projection screen
- LCD Projector
- Two flipcharts and pens
- Wi-Fi

#### Gold Package: £81.00 per person

This includes

- Meeting Room (7.00am-5.30pm)
- Catering Room (7.00am-5.30pm)
- Tea/Coffee & Cookies on arrival
- Tea/Coffee & Biscuits mid-morning and afternoon
- Two Course Stand-up Fork Buffet Lunch (three choice)
- Unlimited bottled water with lunch
- Telephone on registration desk
- Projection screen
- LCD Projector
- Two flipcharts and pens
- Wi-Fi

For meetings in the Telford Theatre or the Godfrey Mitchell Theatre, the Day Delegate Rate includes all equipment already provided in the theatres and a technician.

### Dining Packages

Great Hall £89.00 per person

Based on minimum numbers of 130

This includes the Smeaton or Rotunda area for pre-dinner drinks

Smeaton Room £82.00 per person

Based on minimum numbers of 70

This includes the Brunel Room for pre-dinner drinks

Council Room £93.00 per person

Based on minimum numbers of 30

This includes the Stephenson Room for pre-dinner drinks

Stephenson Room or Presidents Dining Room £97.00 per person

Based on minimum numbers of 10

All our dinner packages include the following:

- Room hire from 18.30-23.00 for applicable room
  - Two glasses of house wine or soft drink for pre-dinner drinks reception
  - Three course set menu with coffee & salted caramel truffles
  - Half a bottle of house wine with the meal
  - Bottle of water
- upgrades available please ask for more details

