

# PRICE GUIDE: ROOMS

## Buckingham House Conference Centre

|                      |  |
|----------------------|--|
| Lecture theatre      | £825                                       |
| Seminar room         | £620                                       |
| Syndicate room 1 & 2 | £200 ea                                    |
| Foyer                | Inc with day bookings<br>Evening hire £500 |

## Paula Browne House Conference Centre

|                       |  |
|-----------------------|--|
| Lecture theatre       | £750                                       |
| Conference room       | £550                                       |
| Teaching room         | £500                                       |
| 4 small meeting rooms | From £175                                  |
| Foyer                 | Inc with day bookings<br>Evening hire £500 |

## College Meeting Rooms

|                           |      |
|---------------------------|------|
| Long Room                 | £800 |
| Vivien Stewart Room       | £695 |
| Council Room              | £500 |
| Jocelyn Bell Burnell Room | £300 |
| Music Room                | £300 |
| Video Room                | £300 |
| Fellows' Suite            | £800 |

## Reception & Dining Rooms

|                               |                                       |                     |
|-------------------------------|---------------------------------------|---------------------|
| Fellows' Suite                |                                       |                     |
|                               | <30 guests for dinner                 | £300                |
|                               | Drinks reception or pre-dinner drinks | Price on request    |
| Fountain Court Walkway        |                                       | £200.00             |
| Dome Dining Hall              |                                       |                     |
|                               | <50 guests                            | £600                |
|                               | <100 guests                           | £400                |
|                               | 100 guests>                           | No room hire charge |
| College Bar (or portable bar) |                                       | £150                |

# PRICE GUIDE: FOOD & DRINK

**Day delegate rate** £41

**Includes:**

- Hire of your main meeting room
- Projector, screen (& PA where installed)
- Wifi for organisers and delegates
- In house laptop in your main meeting room
- Up to 5 whiteboards/flipcharts and pens
- Up to 5 in-house poster boards
- On arrival tea, coffee, pastries or fruit
- Mid-morning tea, coffee and biscuits
- Standing finger or bowl buffet lunch **plus** an additional item
- Mid-afternoon tea, coffee and homemade cookies or memorable moment break

*Equipment is subject to availability. All items are on request.*

**Bed & Full English Breakfast**

|                 |      |
|-----------------|------|
| Single En-Suite | £79  |
| Single Standard | £57  |
| Twin En Suite   | £121 |
| Twin Standard   | £85  |
| Family suite    | £173 |

**Breakfast**

|  |       |
|--|-------|
| Full English Breakfast   | £14   |
| Continental Breakfast<br>(T&C, Ham, Cheese, Cereal, Toast, Pastries) | £9.95 |
| Conference Breakfast<br>(T&C, Bacon Rolls & Pastries)                | £11   |

**Refreshments**

|                                    |       |
|------------------------------------|-------|
| Tea, Coffee & Biscuits             | £3.10 |
| Tea, Coffee, Finger Pastries       | £5    |
| Tea, Coffee, Cream Cakes & Fancies | £5.95 |

**Buffet Lunch or Dinner**

|                             |        |
|-----------------------------|--------|
| Standing Finger/Bowl        | £19.75 |
| Seated Hot/Cold Fork Buffet | £25    |
| Balance Bowls               | £19.50 |



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# PARTNERING WITH YOU TO CREATE SAFE, OUTSTANDING AND MEMORABLE EVENTS

## Formal Lunch or Dinner

|          |        |
|----------|--------|
| 3 Course | £39.50 |
| 4 Course | £45.50 |

## Informal Lunch or Dinner

|  |        |
|--|--------|
| Cafeteria  | £16.50 |
| Barbeque   | £25    |
| Packed<br>(sandwich, fruit, crisps,<br>chocolate bar, water) | £10.50 |

## Receptions

|                         |                     |
|-------------------------|---------------------|
| Canapés                 | From<br>£9 for<br>4 |
| Glass of wine           | From<br>£3.30       |
| Glass of sparkling wine | From<br>£3.50       |



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# PRICE GUIDE: AV SERVICES

## Streaming and recording

In partnership with our fantastic AV agency, we are delighted to offer streaming, recording and editing services for in-person, virtual and hybrid events. They also offer electronic display screens and language interpretation services.

For more information, please get in touch!

## Projection and screens

|   |      |
|---|------|
| Portable Data Projector with pull up screen (per day) | £225 |
| 65" flat Screen Monitor (per day)                     | £375 |
| Portable P.A. System (per day)                        | £80  |

## Technician

|  |        |
|--|--------|
| Full day   | £375   |
| Half day   | £225   |
| Audio Visual Technician (weekend full day)                       | £437.5 |
| Audio Visual Technician (weekend half day)                       | £262.5 |
| Audio Visual Technician (before 8am and after 6pm hourly charge) | £50    |

## IT

|   |                |
|---|----------------|
| Laptop (per day)  | £130           |
| Elmo 3D Visualiser  | £80            |
| Internet access   | Free of charge |
| Phone line & basic conference phone (per line plus calls) | £130           |

## Additional services

|   |       |
|---|-------|
| Photocopies (A4 B&W each)                               | £0.20 |
| Photocopies (A4 Colour each)                            | £0.75 |
| Notepads & Pens (each)                                  | £3    |
| Poster boards each                                      | £20   |
| Additional flip chart/white boards each (pens included) | 10    |