

2020 Room Hire Rates

	Half Day	Full Day	Evening
Smeaton Room	£1050	£2,100	£1,250
Brunel or Council Rooms	£800	£1,600	£875
Stephenson Room	£525	£1,050	£620
Godfrey Mitchell (Including technician)	£1,300	£2,600	£1,300
Telford Theatre (Including technician)	£2,500	£5,000	£2,500
Great Hall	£2,500	£5,000	£3,600
Palmer Room	£625	£1,250	£740
Rennie Room	£625	£1,250	£740
Tredgold or Bazalgette Rooms	£525	£1,050	£620
President's Dining Room, Buchanan Room or President's Office	£525	£1,050	£620
Cubitt, Rankine, Brassey or Bruce White Rooms	£355	£710	£355
Hawksley or McKenzie Rooms	£250	£500	£250
Hawksley and McKenzie Rooms (Combined)	£425	£850	£425
Bailey Room	£220	£440	£220
Brasserie (if available – evenings only)	-	-	£875

Session Times

Morning (Half Day)	07.00-13.00
Afternoon (Half Day)	14.00-17.30
Full day	07.00-17.30
Evening	18.30-23.00

Rates on allocation

Early access/Late/Weekend opening/Set-up/Breakdown

Dining Packages

Great Hall	
Based on minimum numbers of 130	£92.00 per person
This includes the Smeaton or Rotunda area for pre-dinner drinks	
Smeaton Room	
Based on minimum numbers of 70	£85.00 per person
This includes the Brunel Room for pre-dinner drinks	
Council Room	
Based on minimum numbers of 30	£96.00 per person
This includes the Stephenson Room for pre-dinner drinks	
Stephenson Room or President's Dining Room	
Based on minimum numbers of 10	£100.00 per person

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
- 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)

All rates exclusive of VAT

Day Delegate Package Rates

45-240 people

Silver Package:

£75.00 per person

This includes

- Meeting Room (7.00am-5.30pm)
- Catering Room (7.00am-5.30pm)
- Tea/Coffee, Biscuits & Bowl of Fruit on arrival
- Tea/Coffee, Cookies & Bowl of Fruit mid-morning
- Tea/Coffee, Eat Natural Bar & Bowl of Fruit afternoon
- Business Lunch with Tea/Coffee
- Infused Mineral Water and Unlimited Orange Juice with lunch
- Telephone on registration desk
- Projection screen
- LCD Projector
- Two flipcharts and pens
- Wi-Fi

Gold Package:

£83.00 per person

This includes

- Meeting Room (7.00am-5.30pm)
- Catering Room (7.00am-5.30pm)
- Tea/Coffee, Biscuits & Bowl of Fruit on arrival
- Tea/Coffee, Cookies & Bowl of Fruit mid-morning
- Tea/Coffee, Eat Natural Bar & Bowl of Fruit afternoon
- Two Course Stand-up Fork Buffet Lunch (three choice)
- Infused Mineral Water and Unlimited Orange Juice 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.

Canapé Drinks Receptions

Smeaton Room

Based on minimum numbers of 70

£49.00 per person

Council Room

Based on minimum numbers of 40

£54.00 per person

Stephenson Room or President's Dining Room

Based on minimum numbers of 20

£63.00 per person

All our canapé drinks receptions packages include the following:

- Room hire from 18:30 - 23:00 for applicable room
- Eight canapés per person
- Half a bottle of house wine or soft drinks

All rates exclusive of VAT