

QED RATE CARD – MEETING SPACE

ROOM CAPACITY

Room	Q1	Q2	Q3	Q4
Meeting Room	12 x Boardroom 14 x Informal 25 x Theatre 9 x beanbag	12 x Boardroom 14 x Informal 25 x Theatre 9 x beanbag	6 x Boardroom 6 x Informal 4 x beanbag	6 x Boardroom 6 x informal
Viewing via one way mirror	9 x Viewing Room	10 x Viewing	7 x Viewing	No mirror

RATES - All rates are exclusive of VAT.

You can either pay £45 day delegate rate or a flat rate for the room – as detailed below. Please let us know your preference at the time of booking.

Meeting rates and training	Q1 & Q2	Q3	Q4
Half day (4hrs) vacate by 4pm	£250	£200	£150
Full day (8am – 4pm)	£400	£350	£250

Arrival / departure times:

You will be granted 1 hour set up time and 1 hour de-brief time (up to 23.00) free of charge.

Hourly Rate:

Should you need to arrive more than 1 hour prior to the the start of your meeting or leave more than 1 hour after the meeting you will be charged an hourly rate of £75.

Early / late access:

You must make us aware if you need early or late access (before 09.00 and after 23.00) at least 48 hours prior to your booking so we can make adequate staff arrangements.

You will get the following as standard at no extra cost:

- Tea & fresh coffee served in the morning, lunch and afternoon
- Flip charts
- Plasma screen
- DVD / VHS recorder
- Supply of stationary (incl. note pads and pens, post-it notes, flip chart pens, scissors, prit stick etc)
- Wireless Internet
- Use of office facilities (3 of our meeting rooms come with their own office)
- Reasonable use of telephone & fax
- Snacks / biscuits

The following are chargeable extras:

- Catering (see menus)
- Photocopying (black and white / colour)
- Taxi service (this will be added to your invoice)
- Refreshments (excl. tea and coffee)
- Recordings
- Note taker