

Conference Centre Tariff

for the period 3rd June 2013 – 31st March 2014

The University reserves the right to review the prices and components of the following tariff after 30th September 2013

Day delegate packages:

Silver: £31.00

Hire of plenary room
(between 08.30-17.30 hours)*
Two servings of Fairtrade tea/coffee and biscuits (a.m. and p.m.)
Two course sandwich lunch served with Fairtrade coffee/tea and fruit juice.

Audio-visual equipment

Free car parking

Table/room set up includes:

Filtered mineral water dispensers
Note paper, pen and mints

Gold: £38.50

Hire of plenary room
(between 08.30-17.30 hours)*
Fairtrade coffee/tea on arrival
Fairtrade coffee/tea served with mini Danish pastries(a.m.) and finger cakes(p.m.)
Two course Chef's Choice hot and cold buffet lunch served with coffee/tea and individual bottles of fruit juice.

Fresh fruit bowl

Audio-visual equipment

Free car parking

Table/room set up also includes:

Bottled mineral water
Note paper, pen and mints

Platinum: £41.50

All the benefits of the full Gold package, with the exception that lunch is selected from an enticing A La Carte menu offering meat, fish and vegetarian main course options, accompanied by salads and/or seasonal vegetables. A tempting dessert follows, together with Fairtrade coffee/tea and individual bottled fruit juice.

The Platinum package provides a more formal lunch choice for those looking to impress, treat or spoil their delegates, who will be seated for lunch.

Additional facilities & services:

Half day delegate rate

Gold package without lunch from £25.00

Gold package with lunch from £34.50

Platinum package with lunch from £37.50

Break-out rooms are available from £75.00

A number of additional catering services are available, e.g. additional refreshment servings, breakfast options, themed refreshment breaks, etc. – prices available on application.

Audio-visual equipment:

All conference rooms include the following standard audio-visual equipment:

- Data projector
- OHP and projection screen
- TV/VHS/DVD
- Flipchart, paper and pens

Larger conference rooms also include:

- PA system and microphones
- Audio playback
- Induction loop system

Additional audio-visual equipment (e.g. laptop) can be supplied if required, and should be ordered at least five working days in advance of the event taking place – prices available on application

**An hourly staffing rate of £40.00 will apply when access to the Conference Centre is required before 08.30 hours or after 17.30 hours on weekdays. This will be subject to a minimum charge of one hour. The hourly staffing rate also applies all day at weekends – subject to a minimum charge of four hours.*

All prices are quoted exclusive of VAT which, if applicable, will be charged at the rate ruling at the time the conference takes place.