

Conferences & Events Tariff

for the period 1 October 2012 – 30 September 2013

The University reserves the right to review the prices and components of the following tariff after 1 January 2013

Accommodation and meals

Per person		Charge
Bed and breakfast	budget	£35.00
	standard	£40.00
	en-suite	£50.00
Full board	budget	£65.10
	standard	£70.10
	en-suite	£80.10
24 hour rate (Conference Centre)	en-suite	£102.45
Lunch (two courses inc. coffee)		£11.95
Dinner (three courses inc. coffee)		£13.95
Fairtrade coffee/tea and biscuits		£2.10

Notes

1. All bedrooms are single occupancy only, for health and safety reasons.
2. Full board rates include overnight accommodation in single study bedrooms with tea/coffee making facilities, a full English breakfast, morning coffee, two course lunch, afternoon tea and three course dinner.
3. 24 hour rates include overnight accommodation in single en-suite study bedrooms with tea/coffee making facilities, full English breakfast, standard day delegate rate in the Conference Centre (including lunch and refreshments) and three course dinner.
4. Special quotations can be provided for table service lunches, dinners, buffets, receptions, etc. Full details are available on request.
5. The above rates relate to accommodation booked during official conference dates (as agreed on the booking form). Accommodation for delegates wishing to arrive early or stay beyond the end of the conference is subject to availability and a supplementary charge of £5.50 per person, per night.
6. The above charges relate to residential conferences consisting of 10 or more delegates for at least one night. Special quotations can be provided for smaller residential conferences on request.
7. Special bed and breakfast rates can be quoted for education/student groups in budget accommodation only.

Hire of meeting rooms

Weekdays (during normal building opening hours)

General teaching space	Per session	Per day
Standard seminar rooms	£60.00	£110.00
Business seminar rooms	£75.00	£134.00
Small lecture theatres (Seating up to 159)	£160.00	£265.00
Large lecture theatres (Seating 160 plus)	£320.00	£525.00
Mandela Hall	£457.00	£750.00

Weekday evenings and weekends

(outside normal building opening hours)

General teaching space	Per session	Per day
Standard seminar rooms	£204.00	£385.00
Business seminar rooms	£219.00	£409.00
Small lecture theatres (Seating up to 159)	£310.00	£545.00
Large lecture theatres (Seating 160 plus)	£470.00	£798.00
Mandela Hall	£595.00	£1000.00
Computer rooms		Prices on application
Exhibition space		Prices on application

Notes

1. A session is classed as a morning, an afternoon or an evening, for a period of not more than 4 hours in duration. A day is classed as a period of not more than 9 hours, between the hours of 08.30-17.30.
2. All meeting rooms include use of the audio-visual equipment integral to that room at no extra cost – Conferences & Events can provide details upon request.
3. Weekend/evening rates apply to the main room booked – additional rooms in the same building booked for the same times will be charged at weekday rates.
4. Bookings in the University of Sussex Conference Centre are subject to a separate tariff and are charged on a daily delegate rate.
5. No VAT is payable on room hire charges.
6. Business seminar rooms are located in Bramber House, the Fulton Building and the Jubilee Building.

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

Conferences
& Events
University of Sussex

For further information please contact:

Conferences & Events
Bramber House
University of Sussex
Falmer, Brighton, BN1 9QU

T (01273) 678678
F (01273) 677880
E conferences@sussex.ac.uk
www.sussex.ac.uk/conferences

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