

University of Sussex Conference Centre Internal Tariff

Valid from 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

Daily delegate packages

Day delegate rate with standard lunch from:	£33.50 pp
Day delegate rate with superior lunch from:	£37.00 pp
Half day delegate rate with standard lunch from:	£28.50 pp
Half day delegate rate with superior lunch from :	£32.00 pp
Half day delegate rate (no lunch) from :	£21.00 pp
Evening delegate rate with sandwich supper from: (<i>minimum 20</i>)	£25.50 pp

Daily delegate rate includes:

- Hire of plenary room (between 08:30 -17:30 hours)*
- Coffee/tea on arrival
- Mid-morning coffee/tea with mini Danish pastries
- Mid-afternoon tea/coffee with finger cakes
- Lunch (optional for half day packages)
- Audio-visual equipment integral to the room

Lunch options:

Standard lunch	– 2 course finger buffet
Superior lunch	– 2 course fork buffet

All lunch menus include tea, coffee and fruit juice.

Audio-visual equipment includes:

Large conference rooms

VHS/DVD/data projector
(*speaker/organiser to provide own laptop*)
PA system and microphones
Audio playback
OHP and screen
Flipchart and pens
Induction loop

Small conference rooms

Data projector
(*speaker/organiser to provide own laptop*)
OHP and screen
Flipchart and pens
TV/DVD/VHS
Wall mounted white board
Induction loop (*available upon request*)

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

Optional “Extras” that you can purchase to augment these packages now include:

- Break-out rooms from **£75.00**
- Additional serving of coffee/tea and luxury biscuits @ **£2.10 pp**
- Delegate notepaper @ **£0.50 pp**
- Ball point pen @ **£0.50 pp**
- Chilled bottled water @ **£2.00 pp** per day, **£1.00 pp** per half day
- Individual mints @ **£0.50 pp**
- Conference car parking permit @ **£2.50 pp** for external delegates attending your event

An hourly staffing rate of £40 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. To ensure you are granted VAT exemption by the University please complete the relevant section on the booking form.