

BOARDROOM RENTAL

What we offer:

- Fully furnished and very quiet meeting rooms in a dedicated professional environment
- Professional front desk reception with waiting area for visitors
- Broadband & Wi Fi Internet access
- Audio & Video Conferencing
- Plasma screens, drop down screen, projector, white board
- An address in the heart of London
- Excellent transport links (2 stops from St Pancras International)

Rates *(please tick the appropriate box)*

Rooms	Member			Non-Member		
	Hourly rate	Half Day*	Full Day**	Hourly rate	Half Day	Full Day
Boardroom (5m x 9.10m) 20 persons	£65.00	£150.00	£245.00	£130.00	£300.00	£490.00
Meeting room (5m x3.20m) 8 Persons	£40.00	£100.00	£165.00	£80.00	£200.00	£330.00

All above rates are exclusive of VAT.

*Half day: from 9am to 1pm or from 1pm to 5pm

**Full day: from 9am to 5 pm




Services available at additional cost *(please tick the appropriate boxes):*

- Continental Breakfast (Coffee, Tea, Danish Pastries, Fruit Juices) £10 per person
- Tea, Coffee and biscuits (£5 per person per break)
- Catering (Seated Lunch, Buffet*)
- Telephone call charges
- Video conference call charges
- IT Support upon request (£50 per hour)
- Use of photocopier (charged as per meter reading)

*For quotes and more information, please contact Nicole Joyce on +44 (0) 207092 6600 or at njoyce@ccfgb.co.uk

Please note that we do not provide lunch for half day bookings.

Room Hire Summary

Boardroom <input type="checkbox"/> Meeting room <input type="checkbox"/>	 Boardroom <input type="checkbox"/>  Theatre <input type="checkbox"/>  Classroom <input type="checkbox"/>
Date Required:	Time: from to
Total Duration:	Number of Delegates: <i>Please provide list of participants in advance</i>
Subtotal for room hire	£
Subtotal for additional services	£
Grand Total	£
Please send the invoice to:	

Additional requirements/presentation equipment:

Company Contact Details:

Company:
Address:
Post Code:
Contact Person:
Tel:
Mobile:
Email:

Please complete and return this form to Nicole Joyce:
Tel: +44 (0) 207092 6600 Fax: +44 (0) 207092 6614 njoyce@ccfgb.co.uk

Signature: