

Meeting Rooms at 2nd Floor, 246 High Holborn, London

Meeting rooms

Room	Half day rate	Full day rate	Conference seating	Theatre seating	Delegates
Conference Room 1	£360	£600	26	50	
Conference Room 2	£360	£600	26	50	
Conference Room 2a	£180	£300	15	24	
Conference Room 2b	£180	£300	15	24	
Meeting Room 3	£120	£200			8
Meeting Room 4	£120	£200			8
Meeting Room 5	£120	£200			8
Meeting Room 6	£120	£200			8
Rates are exclusive of VAT					

Hire rate includes: tea and coffee, filtered water, high speed internet connection, project and laptop

Available at additional cost: sandwich lunch with cakes and fruit (at cost – guide price £6 per head; menus available upon request); orange juice and sparkling water (at cost). A service charge of 20% will be applied to these items.

Cancellation Policy

Cancellation period	Charges
0-2 working days	100% payable
3-5 working days	50% payable
6+ working days	no charge

Booking

To book please contact one of the following:

Contact	Telephone	Email
Scott Lindsey	020 3206 0528	slindsey@engc.org.uk
Steve Davies	020 3206 0504	sdavies@engc.org.uk
Carole Legg	020 3206 0500	clegg@engc.org.uk

Our Address
2nd Floor, Weston House 246 High Holborn London WC1V 7EX T: 020 3206 0500 F:020 3206 0501

Confirmation of room availability and booking will be provided as soon as possible and within 48 hours from day of request. Delegate names are required at least 3 days prior to the meeting for building security.