

## Desk and Meeting Rooms for 2<sup>nd</sup> Floor, 246 High Holborn

Charges applicable to Institutions and partners

### Meeting rooms

Meeting rooms can be booked for full or half day use at the following rates.

Room	Half day cost	Full day cost	Conference seating	Theatre seating	Delegates
Conference Room 1	£360	£600	24	50	
Conference Room 2	£360	£600	24	50	
Conference Room 2a	£180	£300	12	24	
Conference Room 2a	£180	£300	12	24	
Meeting Room 3	£50	£100			4
Meeting Room 4	£90	£160			8
Meeting Room 5	£90	£160			8
Meeting Room 6	£90	£160			8
All of the above rates are exclusive of VAT					

**Rooms 1 & 2** - Main Board room (24 persons conference style, 50 persons theatre style)  
£600/day £360/half day (+ VAT)

**Room 2** - Half Board room (12 persons conference style, 24 persons theatre style)  
£300/day, £180/half day (+ VAT)

**Rooms 4, 5 and 6** - Small meeting room (8 persons)  
£160/day, £90/half day (+ VAT)

**Room 3** – Small office (4 persons)  
£100/day, £50/half day (+VAT)

#### Services included in price:

- Provision of tea and coffee
- Filtered water
- High Speed internet connection
- Projector and laptop

#### Available at additional cost

- Lunch/Sandwiches, Cakes and pastries, Fruit (at cost – guide price £6 per head)
- Orange juice (at cost)
- Sparkling water (at cost)
- Local and national telephone calls (at cost)
- Flipchart (price £10)
- Meeting stationery (at cost)
- Photocopying (at cost)

A service charge of 20% will be applied to the above.

## Cancellation Policy

The table below shows the proportion of the charges that will be invoiced should you cancel your confirmed booking.

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

## Desk Space

Individual desk spaces are available to rent at £3,500 plus VAT per annum.

Hot desk facilities are available at £25 per day plus VAT.

## Parking

Parking spaces are available at £2,500 per annum inclusive of VAT or £20.00 per day inclusive of VAT (£4 per hour part day).

## 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

They will check availability and confirm the booking as soon as possible but at the latest within 48 hours. Delegate names are required at least 3 days prior to the meeting.