

**Brentford – Paragon House - Lecture Theatre, Conference/Meeting Rooms**

<b>ROOM TYPE</b>	<b>SET UP (Default)</b>	<b>CAPACITY PER LAYOUT</b>	<b>HALF DAY RATE</b>	<b>FULL DAY RATE</b>	<b>HOURLY RATES</b>
<b>Lecture Theatre</b>	Theatre	Theatre: 128-146	<b>£500</b>	<b>£1000</b>	<b>£125</b>
<b>Classrooms with paletts</b>	Classroom	Classroom: 30-70 U-Shape: 20-30 Cabaret: 20-30	<b>£140-£160</b>	<b>£280-£320</b>	<b>£35- £40</b>
<b>Classroom With Tables</b>	Classroom	Classroom: 20- 50 Theatre: 50 Exam: 12-25 Boardroom: 20- 30 U-Shape: 15-25 Cabaret: 15-40	<b>£140-£160</b>	<b>£280-£320</b>	<b>£35- £40</b>
<b>Lecture Room (Medium )</b>	Classroom	Classroom: 120 Exam: 70	<b>£230</b>	<b>£460</b>	<b>£57.50</b>
<b>IT Training Room (PC Lab) (See IT Notes)</b>	Classroom		<b>£160/£260/£320</b>	<b>£320/£520/£640</b>	<b>£40/£65/£80</b>
<b>11<sup>th</sup> Floor Suite</b>	Theatre + 2 Boardrooms (12 &10)	Classroom- Theatre-50 Boardroom-30 U-Shape-25 Cabaret-50	<b>£400</b>	<b>£800</b>	<b>£100</b>
<b>ROOM TYPE</b>	<b>SET UP (Default)</b>	<b>HALF DAY RATE</b>	<b>FULL DAY RATE</b>	<b>HOURLY RATES</b>	
<b>Healthcare Simulation Centre (9<sup>th</sup> Floor)</b>	3/4 Bed Ward	£500 +Tech	£1000 + Tech	£125 p/h + £25 p/h (Tech) <b>Minimum 4 hours</b>	

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### **NOTES for Specialist Hire – All staff hire is + VAT.**

#### **Green Screen- Deposit/Tech Support/Lighting Hire & rigging**

#### **Kitchens – Porter Hire/cleaning charges**

Current rates for porters are £10 per hour weekdays and £15 per hour weekends.

#### **SIMS centre – Tech and programme leader charges**

Current rates for technicians are £25per hour & £45 per hour for programme leaders.

#### **Notes for IT/AV Hire**

A technician will be required to be on duty for start of session to ensure everyone can log in, and then will on call whilst the session is running. They will return to ensure proper shut down at the end. Current rates for IT technicians are £25 per hour (min 4 x Hours on weekends).

Ideally need names of people attending session so that they can set up a user account for each person beforehand.

Software: all machines are run on Windows 7 and have a wide range of software.

If you require specific software to be installed for your booking, please indicate this on the booking form. Additional software installations will be charged at our standard rate of **£50 per hour**. The time will include installation, compatibility testing and to remove the software. (Installation takes approx 3hrs)

#### **GENERAL NOTES**

Prices are based on weekday daytime hire (8 am-6pm). A surcharge may apply for evening and weekend hire for out of hours security & cleaning.

Room hire charges are not VAT applicable, all charges for Hospitality are + VAT.

Summer rates for summer schools to be negotiated depending on length and number of classrooms hired discount applies to full day hires only.