

# Room Hire Tariffs 2026

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## MEETING ROOM HIRE INCLUDES:

\*size subject to room type, Maxwell library excluded

- 55"- 95" fixed flat-screen HD display with PC, video and audioconnectivity\*
- Free Wi-Fi for all delegates
- Flipchart and pens

## LECTURE THEATRE HIRE INCLUDES:

- High Resolution widescreen projection including PC
- L'Acoustics sound system, lectern with microphone, 1 lapel and 2 handheld microphones
- Digital sound desk and basic stage lighting
- Dedicated AV technician(s) x2 Kelvin, x2 Turing

## ALL BOARDROOM, CABARET AND CLASSROOM STYLE MEETINGS ALSO INCLUDE:

- Writing pads
- Pens
- Bottled still water

VENUES FROM: 

ROOM	MAXIMUM CAPACITY	DAY RATE (8am to 5pm)	EVENING RATE (6pm to 11pm)
<b>GROUND FLOOR</b>			
Kelvin Lecture Theatre*	451 <sup>1</sup> (Tiered theatre style)	£6,150	£4,750
Flowers Room	120 (Reception)	£1,925	£1,290
Lovelace Room	80 (Reception)	£1,925	£1,290
Haslett Room	120 (Reception)	£1,925	£1,290
Watson-Watt Room	100 (Reception)	£1,925	£1,290
Marconi Room	80 (Reception)	£1,925	£1,290
Blumlein - all 3 sections (1,2,3)	80 (Reception)	£1,925	£1,290
Blumlein 1 section	12 (Boardroom)	£650	£520
Blumlein 2 sections	15 (Boardroom)	£1300	£1,040
Ground Floor Package (all ground floor rooms)		£15,800	£12,640
<b>1ST FLOOR</b>			
Platt Room	80 (Reception)	£1925	£1,290
Maxwell Library**	190 (Reception)	£3,700	£2,960
Wedmore Boardroom	26 (Boardroom - fixed)	£2,075	£1,290
Siemens Boardroom	80 (Reception)	£1925	£1,290
<b>2ND FLOOR</b>			
Turing Lecture Theatre***	175 <sup>2</sup> (Tiered theatre style)	£4,795	£3,835
Mountbatten Exhibition Room	100 (Reception)	£2,075	£1,290
Appleton Room	10 (Boardroom)	£265	£215 from 5.30 to 6.30pm
Bell or Ferranti Room	6 (Boardroom)	£250	£200 from 5.30 to 6.30pm
Nuffield, Tesla or Partridge Room	8 (Boardroom)	£265	£215 from 5.30 to 6.30pm
Nuffield & Tesla Room	16 (Boardroom)	£530	£425 from 5.30 to 6.30pm
Faraday Lounge	200 (Reception)	n/a	£2,320
Shilling Room	4 (Boardroom)	£250	£200 from 5.30 to 6.30pm

<sup>1</sup>+6 usherette seats

<sup>2</sup>+14 usherette seats

ROOM	MAXIMUM CAPACITY	DAY RATE (8am to 5pm)	EVENING RATE (6pm to 11pm)
<b>3RD FLOOR</b>			
Riverside Room**** Riverside room can be partitioned into five separate rooms which each have a capacity of between 50-90	330 (Reception)	£7,750	£6,200
Johnson Roof Terrace (Can only be booked in conjunction with the Riverside Room)	200 (Reception)	£950	£985
<b>MEGA LECTURE</b>			
Combined use of both the Lecture Theatres, Ground Floor, Library and Exhibition Room	626	£23,300	£18,640

## DAY DELEGATE RATE

CAPACITY	PRICE PER PERSON
Lecture Theatre Day Delegate Rate (DDR): Turing Lecture Theatre minimum number DDR = 120 delegates Kelvin Lecture Theatre minimum number DDR = 225 delegates	£115 + VAT

### THEATRE DAY DELEGATE RATE INCLUDES:

- Room Hire from 8am to 5pm
- Inclusive AV equipment
- Catering Rooms from 8am to 5pm
- Hot or cold chef's choice fork buffet lunch
- Servings of tea, coffee with treats x3
- Water throughout the day

## SESSION TIMES

SESSION TIME	CHARGE PER ADDITIONAL HOUR
Day Rate* 8am to 5pm	N/A
Evening Rate* 6pm to 11pm	N/A
Early Opening 7am to 8am (Reception and Duty Manager)	£335 per hour
Late Opening/ Early Set-up 11pm to 7am (Subject to TENs license application with W.C.C)	£550 per hour per room (plus license fee for TENs license extension with W.C.C)

\*Please note in the period of room hire is the total time you have access to the room, and we ask that you ensure that it is adequate to cover any set up and breakdown requirements.

### PLEASE NOTE:

1. All room hire rates are quoted excluding VAT
2. \*Minimum numbers of 225 people on DDR apply to daytime Kelvin Lecture Theatre bookings, a minimum catering spend of £8,500 + VAT for day bookings and £4,000 for evening bookings. The services of two AV technician(one audio & one graphics) and built-in AV equipment are included in the lecture theatre charges. Additional AV technicians are chargeable.
3. \*\*A minimum catering spend of £3,250 VAT applies to day bookings in the Maxwell Library and from £2,850 for evening bookings.
4. \*\*\* Minimum numbers of 120 people on DDR apply to the Turing Lecture Theatre or a minimum catering spend of £4,250 + VAT
5. \*\*\*\*A minimum catering spend of £5,500 + VAT applies to day bookings in the Riverside Room and from £3,750 for evening bookings.
6. The right to alter this tariff without notice is reserved
7. Bespoke quotations can also be provided for weekend, Bank Holiday and New Years Bookings
8. Agency commission will only be paid (where applicable) to full commercial, non-discounted rates
9. A minimum catering spend of £1,000 + VAT applies to all evening bookings.

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A full list of terms and conditions of hire is available upon request. (TENs = Temporary Event Notice)

VENUES FROM: **IET**