

## 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 <input type="checkbox"/> £65.00	Half Day* <input type="checkbox"/> £150.00	Full Day** <input type="checkbox"/> £245.00	Hourly rate <input type="checkbox"/> £130.00	Half Day <input type="checkbox"/> £300.00	Full Day <input type="checkbox"/> £490.00
Boardroom (5m x 9.10m) <b>20 persons</b>						
Meeting room (5m x 3.20m) <b>8 Persons</b>	Hourly rate <input type="checkbox"/> £40.00	Half Day <input type="checkbox"/> £100.00	Full Day <input type="checkbox"/> £165.00	Hourly rate <input type="checkbox"/> £80.00	Half Day <input type="checkbox"/> £200.00	Full Day <input type="checkbox"/> £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 Emmanuelle Parré on +44 (0) 207092 6600 or at [eparre@ccfgb.co.uk](mailto:eparre@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:

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## Company Contact Details:

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

Please complete and return this form to Emmanuelle Parré:  
Tel: +44 (0) 207092 6600 Fax: +44 (0) 207092 6614 [eparre@ccfgb.co.uk](mailto:eparre@ccfgb.co.uk)

Signature: