

## **Surrey Technology Centre**

Meeting room rates 2021

STC	Tenants	

	Prices per day(£)		Price per hour (£)				
Maximum seating							
capacity	Mon - Fri	Weekends	Mon - Fri	Weekends			
6 Boardroom	70	140	10	20			
6 Boardroom	70	140	10	20			
12 Boardroom	80	160	12	20			
10 Boardroom	80	160	12	20			
16 Boardroom/20 Theatre	110	200	16	25			
10 Boardroom	80	160	12	20			
12 Boardroom	80	160	12	20			
20 Boardroom/45 Theatre	150	300	22	45			
1 person office	80	140	10	20			
	80	140	12	20			
2 person office	80	160	12	20			
2 person onice	00	100	12	20			
	capacity 6 Boardroom 6 Boardroom 12 Boardroom 10 Boardroom 16 Boardroom/20 Theatre 10 Boardroom 12 Boardroom	Maximum seating capacityMon - Fri6 Boardroom706 Boardroom7012 Boardroom8010 Boardroom8010 Boardroom/20 Theatre11010 Boardroom8012 Boardroom8012 Boardroom/20 Theatre11010 Boardroom8012 Boardroom8012 Boardroom8012 Boardroom/45 Theatre1501 person office80	Maximum seating capacityMon - FriWeekends6 Boardroom701406 Boardroom7014012 Boardroom8016010 Boardroom8016016 Boardroom/20 Theatre11020010 Boardroom8016012 Boardroom8016012 Boardroom8016010 Boardroom8016012 Boardroom/45 Theatre1503001 person office80140	Maximum seating capacity Mon - Fri Weekends Mon - Fri   6 Boardroom 70 140 10   6 Boardroom 70 140 10   12 Boardroom 80 160 12   10 Boardroom/20 Theatre 110 200 16   10 Boardroom 80 160 12   12 Boardroom/20 Theatre 110 200 16   10 Boardroom 80 160 12   12 Boardroom 80 160 12   10 Boardroom/20 Theatre 110 200 16   10 Boardroom 80 160 12   12 Boardroom 80 160 12   12 Boardroom/45 Theatre 150 300 22   1 person office 80 140 12			

Surrey Research Park and Virtual Office clients								
Meeting		Prices per day(£)		Price per hour (£)				
room	Maximum seating							
number	capacity	Mon - Fri	Weekends	Mon - Fri	Weekends			
1	6 Boardroom	215	290	30	40			
2	6 Boardroom	215	290	30	40			
3	12 Boardroom	215	290	30	40			
4	10 Boardroom	215	290	30	40			
5	16 Boardroom/20 Theatre	230	320	30	45			
6	10 Boardroom	215	290	30	40			
7	12 Boardroom	215	290	30	40			
8	20 Boardroom/45 Theatre	300	360	45	60			
Meeting office 1	1 person office	215	290	30	40			
Meeting office 2	2 person office	215	140	30	40			

The day rate is for 8 consecutive hours or more on the same day.

All bookings less than 8 hours will be charged at the hourly rate

Additional charges may apply if Meeting rooms are not vacated on time or left in an utidy condition.

Set-up/tidy-up of meeting rooms is the responsibility of the meeting host and should be incorporated within the meeting room booking times.

Meeting rooms are booked on a first come basis.

All tenants should contact Reception to make a booking, extn 111 or stc@surrey.ac.uk

Once a booking commences changes cannot be made and the full charge will stand

Cancellation charges - if more that 24 hours notice is given there is no charge. Any meeting cancelled on the day will be charged at 50% of the booking cost.

Prices are subject to VAT.