

## Surrey Technology Centre

### Meeting room rates 2021

| STC Tenants         |                          |                   |          |                    |          |
|---------------------|--------------------------|-------------------|----------|--------------------|----------|
| Meeting room number | Maximum seating capacity | Prices per day(£) |          | Price per hour (£) |          |
|                     |                          | Mon - Fri         | Weekends | Mon - Fri          | Weekends |
| 1                   | 6 Boardroom              | 70                | 140      | 10                 | 20       |
| 2                   | 6 Boardroom              | 70                | 140      | 10                 | 20       |
| 3                   | 12 Boardroom             | 80                | 160      | 12                 | 20       |
| 4                   | 10 Boardroom             | 80                | 160      | 12                 | 20       |
| 5                   | 16 Boardroom/20 Theatre  | 110               | 200      | 16                 | 25       |
| 6                   | 10 Boardroom             | 80                | 160      | 12                 | 20       |
| 7                   | 12 Boardroom             | 80                | 160      | 12                 | 20       |
| 8                   | 20 Boardroom/45 Theatre  | 150               | 300      | 22                 | 45       |
| Meeting office 1    | 1 person office          | 80                | 140      | 12                 | 20       |
| Meeting office 2    | 2 person office          | 80                | 160      | 12                 | 20       |

| Surrey Research Park and Virtual Office clients |                          |                   |          |                    |          |
|-------------------------------------------------|--------------------------|-------------------|----------|--------------------|----------|
| Meeting room number                             | Maximum seating capacity | Prices per day(£) |          | Price per hour (£) |          |
|                                                 |                          | 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 untidy 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](mailto:stc@surrey.ac.uk)

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

Cancellation charges - if more than 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.