

## Cophall Avenue

### Room Capacities & Hire Rates (exc. VAT)

Room	Capacity	New Capacity with COVID-19 social distancing	Style	Full Day	Half Day	Weekend Full Day	Weekend Half Day
<b>The Shirley &amp; Spärck Jones Rooms</b>	80	18 - 21	Theatre	£1,500	£800	£1750	£950
	32	12	Boardroom				
	32	16	Cabaret				
	32	18	Classroom				
	16	10	Exam				
<b>The Flower &amp; Gill Room</b>	24	8	Theatre	£600	£350	£800	£500
	16	7	Boardroom				
	12	5	Classroom				
	6	5	Exam				

Room	Capacity	New Capacity with COVID-19 social distancing	Style	Full Day	Half Day	Weekend Full Day	Weekend Half Day
<b>The Shirley Room</b>	45	13	Theatre	£800	£450	£1000	£600
	24	8	Boardroom				
	18	8	Cabaret				
	16	9	Classroom				
	8	8	Exam				
<b>The Spärck Jones Room</b>	37	13-14	Theatre	£700	£400	£900	£550
	24	8	Boardroom				
	16	9	Classroom				
	12	8	Cabaret				
	8	8	Exam				
<b>The Flowers Room</b>	12	4-5	Theatre	£350	£225	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*
	8	3-4	Boardroom				
	16	3	Classroom				
	3	3	Exam				
<b>The Gill Room</b>	12	4-5	Theatre	£350	£225	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*
	8	3-4	Boardroom				
	6	3	Classroom				
	3	3	Exam				

Room	Capacity	New Capacity with COVID-19 social distancing	Style	Full Day	Half Day	Weekend Full Day	Weekend Half Day
The Wilkes Room	8	4	Boardroom	£350	£225	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*
The Lovelace Room	3	2	Meeting Room	£350	£225	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*
The Turning Room	4	2	Meeting Room	£350	£225	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*	*This room is only available on weekends when in conjunction with Shirley or Spärck Jones rooms, please enquire directly for rates*

### Notes:

All meeting rooms include Screen and speakers (excluding turning pod), flipchart and pens and Wi-Fi.

- Full-day is 09:00 – 17:00
- Half-day is 09:00 – 13:00, 14:00 – 18:00 or 18:00 – 22:00
- Reception opens at 08:00 hours
- All bookings are subject to BCS London's Terms & Conditions.
- BCS requires a deposit of 30% of the room hire within 3 months of booking.

## Refreshments (exc. VAT)

### Refreshments rates

Tea, coffee and water, still or sparkling (from self-serve bean-to-cup coffee machine): £2.50 per person per day

Tea, coffee, biscuits and water, still or sparkling (served in thermos urns): £2.50 per person per serving

Fresh juice (Orange / Apple): £2.50 per carafe

## Additional Audio-Visual Equipment (exc. VAT)

### Microphones

Lapel microphone: £40.00

Hand-held microphone: £40.00

Lectern microphone: £40.00

### IT and other accessories

Laptop: £50.00

Adaptors: £5.00

Additional power: £5.00 per extension cord (table-top power provided in every other table)

### Audio Conferencing Equipment

(hardware and software)

Audio conferencing for up to 5 people:

£40.00 Audio conferencing for 5-15 people:

£75.00 Audio conferencing for 15+ people:

£125.00 Conference phone: £20.00

Jabra Microphone Speaker: £10.00

These costs are valid for UK calls only. International call costs will be quoted on request.

### Video Conferencing Equipment

(hardware and software)

Video conferencing for up to 5 people: £60.00 Video

conferencing 5-15 people: £125.00

Video conferencing setup for 15+ people: £175.00

### Camera Equipment

(hardware only, SD card client supplied)

Panasonic Full HD camcorder HC-V720:

£50.00 Tripod: £5.00

### Personnel

Setup provided in above costs; this is a dedicated AV technician for the entirety of your meeting.

AV Technician: £20.00 per hour