



SOCIETY OF ANTIQUARIES VENUE HIRE RATES OF LONDON

	Per ½ day (4 hours)	Per day (8 hours)	Per evening (5.00-8.00pm)	8.00-12.00pm	Saturday rates
Meeting Room	£300	£599	£502	£445p/h (overtime, including security)	£1,003
Council Room	£184	£410	£422	£445p/h (overtime, including security)	£625
Fellows Room	£184	£457	£253	£445p/h (overtime, including security)	£552
Hall	£216	£420	£369	£445p/h (overtime, including security)	£641
Wheeler Room	£174	£352	£247	£445p/h (overtime, including security)	£510
Conference Suite	£546	£1,213	£897	£445p/h (overtime, including security)	£1,896
Hire the Ants kitchen	£40	£80	£40		
Hire of multimedia systems Tier1*	£195	£347	£195		£195
Hire of multimedia systems (other rooms)	£35	£65	£35		£75
Meeting Room furniture removal	£365				
AV support/Tier 2**	£50p/h				
AV support/Tier 3***	£188				
Waiting Staff	£21 per hour pp				

Half-day sessions are between 9.30am-1.00pm or 1.00pm-5.00pm.

Evening rates are between 5.00pm-8.00pm. After that overtime rates will be charged.

Clients with a minimum of four bookings per calendar year will receive a 25% discount rate for repeat bookings.

Weekend bookings require full payment in advance. Staff overtime = £70 per hour. There should be 1 waiting staff per 20 delegates (100 delegates would require 5 waiting staff)).

AV Support/Tier 2** - providing support for the operation and maintenance of equipment during a lecture, including setting up and operating equipment.

AV Support/Tier 3*** - including studio operations like recording, live-streaming, editing & processing media. AV support overruns = £62 per hour.

Typically, an event programmed from 6.30-10.30pm in the Conference Suite will cost £2,224, from 6.30pm-midnight, £2,566. The event programmed from 6.30-10.30 in the Conference Room & Hall will cost £1,303, and from 6.30-midnight £2,047.

VAT to be added on all charges including Room Hire.

For all enquiries about venue hire and rates, please contact Executive Assistant and Venue Hire Manager, Jola Zdunek, on 020 7479 7080, or send an email to admin@sal.org.uk.