

Meeting Room – Services & Price List

48 Charlotte Street, London W1T 2NS

Meeting room	Prices			Layout options				
	Hour	Half day (4 hours)	Full day (8 hours)					
Scala	£40.00	£145.00	£275.00	10	6	-	-	-
Windmill	£40.00	£145.00	£275.00	10	6	-	-	-
Fitzroy	£40.00	£145.00	£275.00	10	6	-	-	-
Maple Room	£40.00	£145.00	£275.00	-	4-6	-	-	-
Cypress	£70.00	£280.00	£550.00	20	12	-	-	8
Cleveland	£70.00	£280.00	£550.00	20	12	-	-	8
Whitfield	£155.00	£550.00	£1100.00	40	20	-	10	16

Note: All prices exclude VAT.

 Auditorium	 Boardroom	 Cabaret	 Horse shoe	 Classroom
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Day Delegate Rate: £49.00 pp (full day) / £35.00 pp (half day)

Included in this price are (minimum 6 persons):

- Meeting room hire
- 3 x servings of tea/coffee and biscuits (2 servings for half day)
- Lunch for all delegates (breakfast or lunch for half day)
- Water throughout the day
- AV equipment (plasma screen or LCD projector)

Beverages

Tea or filter coffee with biscuits (per serving per person)	£2.50
Orange Juice 1L (per jug)	£2.75
Still/sparkling water 1L (per bottle)	FREE

Cancellation Charges

7 days or more	0%
Between 3 – 6 days	50%
Less than 48 hours notice	100%

Internet Access

Free Wi-Fi access available in all of our meeting rooms and break areas. Should you require a fixed dedicated connection, please make the request when booking your meeting room.

Catering Options

Avanta Charlotte Street is able to provide a full range of beverages, breakfasts, lunches and finger buffets for your event. Prices range from £2.00 to £12.50 per person. Further information can be found in the Avanta Catering menu (must be booked 48 hours in advance)

Meeting Room Equipment

Most meeting rooms include the following. However, if these items are essential to your meeting please specify when making your reservation.

- White boards with pens
- One flip chart
- Conference telephone (charges apply)
- Free Wi-Fi
- Notepads and pencils

Audio & Visual Equipment

There is a full range of other [equipment](#) for hire, as and when required, including the following:

	Hour	Half day	Full day
Plasma Screen	FREE	FREE	FREE
LCD Projector	£15	£15	£15
Video conferencing	POA	POA	POA

(Please note all audio/visual equipment needs to be booked in advance)

We can supply AV equipment if and when you need it, including laptops, video conferencing equipment, camcorders, PA sound equipment, role play equipment (TV/video combo, camcorder with tripod and mic) and much more. Contact the centre team for more information

Administrative Support

Centre staff are available to carry out a range of administrative support services which include:

- General word processing
- Binding and laminating (plus materials)
- Photocopying
- Document preparation

Please note, all administrative services are charged at £20 per hour (minimum 15 minutes) and must be booked in advance.

Binding

1 - 20 pages	£1.50 per document
21 - 40 pages	£2.00 per document
41+ pages	£2.50 per document

Laminating £1.50 per page



Location

48 Charlotte Street is a two minute walk from Goodge Street Station and a five minute walk from Tottenham Court Road, giving you direct access to the following lines :

Goodge Street: Northern Line
Tottenham Court Road: Northern and Central Line
Warren Street: Victoria Line

Valet parking and car washing facilities are also available upon request, approximately 8 minutes walk away.

Avanta Charlotte Street

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London W1T 2NS

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