






Meeting Room – Services & Price List

Grove House, 2 Orange Street, London WC2H 7DF

Meeting room	Prices			Layout options				
	Hour	Half day (4 hours)	Full day (8 hours)					
Sedgemoor	£32.00	£133.00	£225.00	-	8	-	-	-
Monmouth	£50.00	£188.00	£375.00	15	10	-	-	8

Note: All prices exclude VAT. Internal Avanta clients receive 20% OFF rates.



Auditorium



Cabaret



Classroom



Boardroom



Horse shoe

Day Delegate Rate: £49.00 pp (full day) / £35.00 pp (half day)

Included in this price are (minimum 7 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 Orange Street is able to provide a full range of beverages, breakfasts, lunches and finger buffets for your event. All catering 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
- Free Wi-Fi

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 TV	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 now 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

Grove House is located on the south side of Orange Street, just off Haymarket, which leads up to Piccadilly Circus.

The Piccadilly and Bakerloo lines run through the very close Piccadilly Circus allowing you to travel directly to Heathrow and to several mainline rail stations, including Paddington, Euston and Kings Cross.

Bike racks are available to use at our centre but are in limited availability. Please ensure you book these in advance.

Avanta Orange Street

Grove House, 2 Orange Street
London WC2H 7DF

info@avanta.co.uk

0870 0493 404