




Meeting room services and price list

Avanta Hanover Square, 18 Hanover Square, London W1S 1HX

Meeting room	Prices			Layout options				
	Hour	Half day (4 hours)	Full day (8 hours)					
Belgrave	£38.00	£135.00	£240.00	-	4	-	-	-
Portland	£44.00	£156.00	£280.00	-	6	-	-	-
Hanover	£57.00	£203.00	£360.00	-	8	-	-	-
Cavendish	£57.00	£203.00	£360.00	-	8	-	-	-
Berkeley	£69.00	£248.00	£440.00	25	10	8	8	3-6
Grosvenor	£69.00	£248.00	£440.00	25	10	8	8	3-6
Fitzroy	£138.00	£495.00	£880.00	40	20	16	12	6-12

Note: all existing Avanta office clients receive 20% discount on these prices. Meeting rooms will be charged for the first ½ hour, thereafter in 15 minute increments. All prices exclude VAT.



Auditorium



Cabaret



Classroom



Boardroom



Horse shoe

Day delegate rate £59.00 per person (minimum of 6 persons)

Included in this price are:

- Pastries on arrival
- 2 x servings of tea and coffee
- Biscuits
- Water
- Lunch for all delegates
- AV equipment

Beverages for your event

- Tea or filter coffee with biscuits (per serving per person) £3.00
- Flask of tea/coffee for 10 people (per flask) £20.00
- Still/sparkling water (per bottle) £3.00

Cancellation charges:

Between 24 - 48 hours notice	50%
Less than 24 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 Hanover Square is able to provide a full range of beverages, breakfasts, lunches and finger buffets for your event. Prices range from £1.80 to £13.50 per person. Further information can be found in the Avanta Catering menu. 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 WIFI

Audio and 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 screens (larger rooms)	Free	Free	Free
• LCD Projector	£15	£15	£15
• TV/VCR	-	£15	£15
• Video conferencing	Price on application		

(Please note all audio/visual equipment needs to be booked in advance and are subject to availability)

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 combi, camcorder with tripod and mic) and much more....

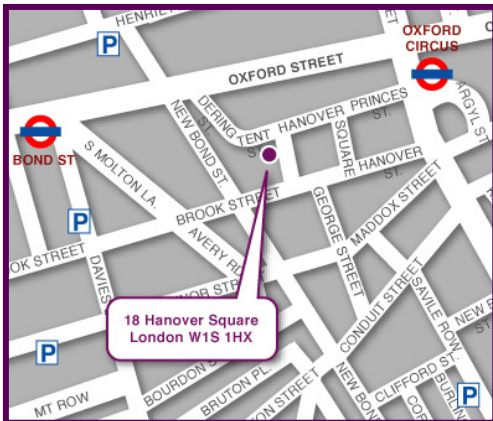
Terms and conditions apply

Administrative support

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

• Word processing	Binding 1-20 pages	£1.50 per document
• Binding and laminating (plus materials)	Binding 21-40 pages	£2.00 per document
• Printing	Binding 41+ pages	£2.50 per document
• Photocopying	Laminating	£1.50 per page

(Please note, all administrative services are charged at £30 per hour (minimum 15 minutes) and must be booked in advance)



Car parking facilities

Clients and guests are welcome to use Avanta 18 Hanover Square's car parking facilities. There is a vehicle height restriction of 1.98 metres. Rates are as follows:

- Half day - £15.00
- Full day - £25.00
- Monthly - £400.00

Please contact the centre team to book your car parking in advance of your meeting.

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