

# Meeting Room – Services & Price List

Dukesbridge House, 23 Duke Street, Reading RG1 4SA

Meeting room	Prices			Layout options				
	Hour	Half day (4 hours)	Full day (8 hours)					
Berkshire	£19.00	£88.00	£132.00	-	4	-	-	-
Forbury	£38.00	£138.00	£263.00	-	8	-	-	-
Abbey	£38.00	£138.00	£263.00	-	8	-	-	-
Caversham	£50.00	£188.00	£350.00	15	10	-	10	10
Kennet	£50.00	£188.00	£350.00	15	10	8	10	10
Caversham + Kennet	£100.00	£375.00	£700.00	30	10	16	20	20

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



## Day Delegate Rate £39.00 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

Tea or filter coffee with biscuits (per serving per person)	£2.50
Flask of tea/coffee for 10 people (per flask)	£7.50
Still/sparkling water (per 750ml bottle)	£2.50

## 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 Dukesbridge House is able to provide a full range of beverages, breakfasts, lunches and finger buffets for your event. 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 (charges apply)
- 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 Screen	FREE	FREE	FREE
LCD Projector	£15	£15	£15
TV/VCR	n/a	£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:

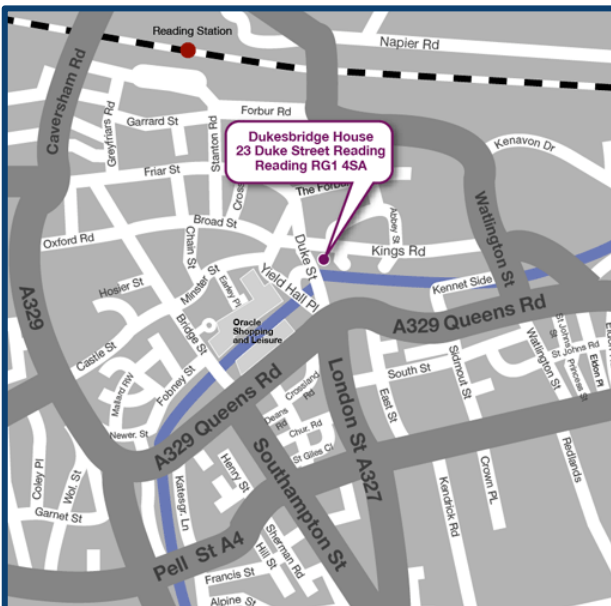
- General word processing
- Binding and laminating (plus materials)
- Photocopying
- Document preparation

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

Dukesbridge House is a minute's walk from Reading's Oracle Centre, with its many restaurants and shops. Access to the business centre is via a no through road so there is limited traffic and is close to the Reading station. The M4 is close by giving you fast access to London, Heathrow and the rest of the UK.

There are no onsite car parking facilities, although there is a NCP park at the following location:

NCP Reading, 5 Queens Road, Reading RG1 4AU

## Avanta Dukesbridge House

23 Duke Street  
Reading RG1 4SA

[info@avanta.co.uk](mailto:info@avanta.co.uk)

0870 0493 404