

Ada House: Meeting/Conference Facilities

Meeting Rooms

	Grace Hopper Room Meeting Room 1 (small) seats 8 boardroom style	Eudora Welty Room Meeting Room 2 (large) 12-15 boardroom style up to 20 conference style	Meeting Room 1 & 2 combined seats 20 boardroom style up to 30 conference style
1 hour	£10	£12	£20
*2 hours	£20	£24	£40
3 hours	£30	£36	£60
4-6 hours	£50	£60	£90
6½ - 8 hours	£70	£84	£120

*Minimum booking is for 2 hours. Bookings of less than this can only be taken with **no more than 48 hours to go**.

Equipment

	Laptop, Data Projector & Screen	OHP	Flip Chart & Stand	PA	TV/VCR
half day (up to 4 hours)	£15	£10	£5	hire in – charge at cost price	hire in – charge at cost price
full day (4 hours and over)	£25	£15	£5	hire in	hire in

Communication – must be pre-booked

	Induction Loop & Mics	BSL interpreter
half day (up to 4 hours)	no charge	RNID rates
full day (4 hours and over)	no charge	RNID rates

Refreshments

Hot drinks – 1 tea/coffee per delegate per session included in price. Otherwise: £1 per person including biscuits. The meeting rooms have an ensuite kitchen and coffee area. Buffet meals can be arranged by request.

The meeting rooms are on the first floor of the building and there is level access via a lift from the ground floor and the parking area. Parking is reserved for those requiring disabled access. Otherwise there are public car parks near the building (charge £2.50 per day).