

ATTLE SUITE

	Period of hire ¹	Capacity ² minimum / maximum	Room hire ³		Minimum catering spend ⁴	Mandatory service charge ⁵
			Full tariff	UK Registered Charity tariff		
Meeting / Seminar	2hr	90 / 150	£600	£360	£252	+ 12.5%
Meeting / Seminar <i>incl. breakfast or lunch</i>	up to 4hr <i>up until 5:00 PM</i>	90 / 150	£1,200	£720	£1,000	+ 12.5%
Afternoon reception <i>finger food or afternoon tea</i>	up to 4hr <i>up until 5:00 PM</i>	90 / 150	£1,200	£720	£1,500	+ 12.5%
Evening reception <i>finger food</i>	up to 4hr <i>from 5:00 PM</i>	90 / 150	£1,200	£720	£2,700	+ 12.5%
On Mondays, Thursdays and Fridays and other days during Parliamentary recesses						
All-day conference ⁶	8:30 AM – 5:00 PM	90 / 150	£2,400	£1,440	£2,600	+ 12.5%

1. Period of hire is the total time you have access to the room, to include any set up and breakdown requirements | 2. recommended minimum/contracted maximum | 3. inclusive of VAT | 4. calculated based on recommended minimum capacity, inclusive of VAT – regardless of any eligible discount and excluding service charge | 5. payable on all food and beverage spend | 6. Sponsor must be in attendance for the entire duration of the booking