

# TERRACE PAVLLION

	Period of hire <sup>1</sup>	Capacity <sup>2</sup> minimum / maximum	Room hire <sup>3</sup>		Minimum catering spend <sup>4</sup>	Mandatory service charge <sup>5</sup>
			Full tariff	UK Registered Charity tariff		
Breakfast reception	8:00 AM – 11:00 AM	120 / 200	£4,000	£2,400	£2,280	+ 12.5%
Afternoon reception <i>canapés or bowl food</i>	<i>4 hrs between</i> 12:00 PM – 5:00 PM <sup>6</sup>	110 / 200	£4,000	£2,400	£4,620	+ 12.5%
Standing afternoon tea <i>food served from 3:00 PM</i>	1:00 PM – 5:00 PM	120 / 200	£4,000	£2,400	£2,760	+ 12.5%
Evening reception <i>canapés or bowl food</i>	<i>4 hrs between</i> 6:00 PM – 11:00 PM <sup>6</sup>	130 / 200	£4,000	£2,400	£5,460	+ 12.5%
On Mondays, Thursdays and Fridays and other days during Parliamentary recesses						
All-day conference <sup>7</sup>	<i>8 hrs between</i> 8:00 AM – 5:00 PM	100 / 100	£8,000	£4,800	£6,000	+ 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. 5-hour period of hire available for additional fee | 7. Sponsor must be in attendance for the entire duration of the booking | NB. weekend labour supplement applied to events commencing from 3:00 PM on Fridays and all-day Saturday