

## Upstairs at The Embassy | Conference Guide 2022



### Day Delegate Rates\*

	Midweek		Weekend	
	Half Day	Full Day	Half Day	Full Day
Lunch included	£21.00	£26.00	£26.00	£31.00
No Lunch	£12.00	£15.00	£15.00	£18.00

\*prices include VAT

#### Full Day (8hrs)

Room hire  
 Arrival refreshments consisting of tea, coffee, biscuits & fruit bowl  
 Second break consisting of tea, coffee, biscuits & fruit bowl  
 Afternoon break consisting of tea, coffee, biscuits and fruit bowl  
 Iced water & sweets on the table  
 Pen & Paper  
 Flipchart, use of wall mounted 50" TV screen for presentation  
 Projector (to be projected onto white wall)

**Optional:** 2 course cold buffet lunch

#### Half Day (4hrs)

Room hire  
 Arrival refreshments consisting of tea, coffee, biscuits & fruit bowl  
 Second break consisting of tea, coffee, biscuits & fruit bowl  
 Iced water & sweets on the table  
 Pen & Paper  
 Flipchart, use of wall mounted 50" TV screen for presentation  
 Projector (to be projected onto white wall)

**Optional:** 2 course cold buffet lunch

#### Supplementary Items (NB. this is not an exhaustive list)

Sweet Breakfast Pastries	£3pp
Additional Coffee Break	£2.50 pp
Audio Visual Technician/Support	£20 phr



### Meeting Room Hire

	Full day (8hrs)	Half Day (4hrs)	Hourly
Monday - Friday (9-5)	£210 +VAT	£100 +VAT	£30 +VAT
Outside Office Hours	£350 +VAT	£185 + VAT	£50 + VAT

#### Individual Items (NB. this is not an exhaustive list)

Mineral water bottles (750ml; Still or Spa)	£2.50 per bottle
Tea & Coffee	£2.00 pp
Tea, Coffee & Biscuits	£2.95 pp
Tea, Coffee & Pastries	£3.95 pp
2 Course Cold Buffet Lunch	£15 pp
Afternoon Tea	£15 pp
Cream Tea	£8 pp
Projector	£40 per day
Flipchart	£20 per day

"Ask about our community partner rate"