



Enquiries: hospitality@mvtlc.org

Upstairs at the Embassy Conference Rates* 2024/25

Day Delegate Rates | min 15 - max 80**

	Midweek	Weekend	Room hire includes
Half Day 4 hrs Prices per delegate	£10.00+VAT	£12.50+VAT	Pen & Paper Flipchart Arrival refreshments consisting of tea, coffee, biscuits & fruit bowl Morning refreshment break Iced water & sweets on the table Pen & Paper Flipchart Use of wall mounted 50" TV screen for presentation or Projector (to be projected onto white wall) HDMI port required. Use of Lounge break-out space Access to conference WIFI
<i>With 2 course cold buffet lunch</i>	<i>£20.00 + VAT</i>	<i>£22.50 + VAT</i>	
Full Day 8 Hrs Prices per delegate	£15.00 + VAT	£18.75+VAT	Pen & Paper Flipchart Arrival refreshments consisting of tea, coffee, biscuits & fruit bowl Morning refreshment break Afternoon refreshment break Iced water & sweets on the table Pen & Paper Flipchart Use of wall mounted 50" TV screen for presentation or Projector (to be projected onto white wall) HDMI port required. Use of Lounge break-out space Access to conference WIFI
<i>With 2 course cold buffet lunch</i>	<i>£26.00+VAT</i>	<i>£28.75+VAT</i>	

Meeting Room Space

	Mon-Fri (9-5)	Outside Office Hrs	Room hire only
Half Day 4 hrs	£100+VAT	£125+VAT	Access to conference WIFI
Full Day 8hrs	£150+VAT	£187.50+VAT	
Hourly Rate	£30+VAT	£37.50+VAT	

Supplementary Items (NB. This is not an exhaustive list)

£50.00 +VAT	Use of Projector & Flip chart
£25.00 p/hr +VAT	Audio Visual Technican / Support

Price per person

Individual Items (NB. This is not an exhaustive list)

£2.00	Additional Coffee Break
£2.50	Tea & Coffee
£2.95	Tea, Coffee & Biscuits
£3.95	Tea, Coffee & Pastries
£10.00 +VAT	2 Course cold Buffet Lunch (min booking applies)
£10.00 +VAT	Afternoon Tea
£8.00 +VAT	Cream Tea

*listed rates are non-binding until a more formal and definitive written contract between parties is signed.

**Bookings above 30 will be seated Theatre/Lecture style