



FARRINGDON (SMALL) MEETING & TRAINING ROOM PACKAGE

BPE have a well-appointed and modern meeting room available to hire at our centrally located Greencoat House, St. Leonards Road offices, close to all the major transport links. You can hire our Farringdon room for a minimum of 1 hour which can accommodate up to 6 people boardroom style.

All rates include the following:

- Private meeting/training room with boardroom seating for up to 6 people
- Stylish & comfortable meeting room furniture
- Disabled access & toilets / DDA Compliant
- On-site reception & delegate parking available in the station car park a 2-minute walk from Greencoat House (from £4.90 a day/24-hours)
- IT support (print & copy service POA)
- Complimentary tea, fruit tea, coffee, hot chocolate water and biscuits – on arrival, mid-morning & mid-afternoon.
- Complimentary mints
- Use of 42-70" wall mounted plasma flat screen presentation screens
- Use of laptop for presentations & DVD player (with PowerPoint, Word, Excel & PDF Viewer)
- High speed Fibre/Satellite wireless Internet access
- Flip chart and whiteboard (including paper & pens)
- Use of laser wireless presenter
- Free Wi-Fi access
- Meeting stationery (pens, pencils & A4 note pads)
- Use of water cooler in all rooms

Optional Extras – Prices on request

- Administrative support (photocopying/printing from 3p per copy)
- Buffet lunches, sandwich platters cake & fruit platters, canapés, pastries/afternoon tea . POA.

Farringdon: Approximately 185 sq. ft

Room Day Rate: £135.00 + VAT (8 hours between 8.30am & 4.30pm)

Room Half-Day Rate: £85.00 + VAT(3.5 hours between 9.00am-12.30pm or 1.00pm-4.30pm)

Room Hourly Rate: £28.00 + VAT (minimum booking of 1 hour between 8.30am-4.30pm)

Mailing Address clients receive a 15% DISCOUNT off meeting room hire rates