



MEETING SPACE IN COVENT GARDEN, LONDON

Situated in the heart of central London, Garden Studios in Covent Garden provides an excellent central location for meetings. It offers a range of flexible facilities, receptionists to welcome you and your clients, and a full range of support services if you need them.

Our Meeting Rooms



Training Room
First Floor Drury Lane:

Seats sixteen, or up to fifty conference style. Flexible table can suit meetings, training or discussion groups. Refreshments included for up to sixteen people. Prices for larger numbers on request.



Conference Room 1
Ground Floor:

Seats eight



Conference Room 2
Ground Floor:

Seats six.



Conference Room 3
Lower Ground Floor:

Seats four.



Conference Room 4
Lower Ground Floor:

Seats twelve. Flexible table can suit meetings, training or discussion groups; or conference style seating for up to twenty people. The room is equipped with TV, video and DVD player. Refreshments for up to twelve people included.



Conference Room 5
Ground Floor:

Seats six

PRICING

Equipment: All meeting rooms are equipped with a whiteboard and flipchart in addition to the listed equipment. Projectors and conference phone are available upon request. All equipment is included in the price except for the data projector which is an additional £10 per hour.

Refreshments and catering: Refreshments included in the cost of the rooms (unless otherwise stated) refer to coffee, tea and biscuits. Water can be provided, but please request this at the time of booking. With 24 hours notice we can also organise full catering for your meetings, contact us for menus and ideas.

Booking: Bookings can be made on an hourly, half-hourly, daily or half daily basis. Complete the form on page three and fax back to us on 020 7379 0801 or contact our reception team on 020 7379 0344 to book over the phone. We are happy to negotiate discounts for block bookings. When you make a booking we assume that you have read and agree to our terms and conditions detailed on page 4 of this brochure.

Payment: Payment can be made before you use the room on the day by cash or credit card or seven days in advance by cheque.

| | Training room* | Conference room 4* | Conference room 1* | Conference room 2* | Conference room 3* | Conference room 5* |
|--|----------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Hourly | £60.00 | £40.00 | £35.00 | £30.00 | £25.00 | £30.00 |
| Daily | £450.00 | £300.00 | £265.00 | £225.00 | £190.00 | £225.00 |
| Seats | 16-50 | 12-20 | 8 | 6 | 4-6 | 6 |
| Includes coffee, tea and biscuits* see notes regarding Training Room and Conference Room 4 | | | | | | |

All prices are subject to VAT

Booking Form

Please refer to the brochure for details on Garden Studios, the meeting rooms, terms and conditions, equipment availability, catering etc. Equipment is limited and is allocated on a first come first served basis. Check availability with reception when booking.

| | |
|------------------------------|------------------|
| DATE | _____ |
| NAME | _____ |
| COMPANY | _____ |
| ADDRESS | _____ _____ |
| CONTACT TELEPHONE NUMBERS | _____ |
| | FAX NUMBER _____ |
| EMAIL | _____ |
| | WEBSITE _____ |

PLEASE TICK REQUIRED ROOM:

| | | | | | |
|---------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
| Training Room | <input type="checkbox"/> | Conference 1 | <input type="checkbox"/> | Conference 2 | <input type="checkbox"/> |
| Conference 3 | <input type="checkbox"/> | Conference Room 4 | <input type="checkbox"/> | Conference Room 5 | <input type="checkbox"/> |

Date _____ Time From _____ To _____

PLEASE TICK TO INDICATE YOUR EQUIPMENT REQUIREMENTS:

| | | | | | |
|--------------------|--------------------------|-----------------|--------------------------|-----------|--------------------------|
| Overhead projector | <input type="checkbox"/> | Slide projector | <input type="checkbox"/> | | |
| Audio-conferencing | <input type="checkbox"/> | Whiteboard | <input type="checkbox"/> | Flipchart | <input type="checkbox"/> |
| Digital Projector | <input type="checkbox"/> | Laptop | <input type="checkbox"/> | | |

Catering (24-hours' notice. Please contact reception to discuss requirements)

NATURE OF BUSINESS _____

HOW DID YOU HEAR ABOUT GARDEN STUDIOS? _____

Terms and Conditions

- Payment: Upon booking a room you will be issued an invoice, which must be paid in cash, cheque, debit or credit card before using the room. If you overrun or use additional services you will be issued a second invoice which must be paid before leaving.
- The minimum booking period is half an hour.
- Charges are applied on a half hourly basis, unless you overrun, in which case you will be charged for the next 15 minutes.
- Cancellation charges: 24 hours' notice: no charge
Less than 24 hours' notice: charged at room rate
- Smoking is not permitted.
- For security reasons all visitors must sign in at reception on arrival.
- The maximum room capacities for catering and seating are as follows:

Training Room: 50 people
Conference Room 1: 8 people
Conference Room 2: 6 people
Conference Room 3: 4 people
Conference Room 4: 20 people
Conference Room 5: 6 people

Refreshments are not provided in the Hotdesk room.

Rooms are available between 9.00am – 6.00pm. Half days are four hours. Equipment and catering is provided between 9.30am and 5.00pm. For requirements outside these hours please contact reception. Bookings outside these hours are at the discretion of management.

- Equipment is available on a first come, first served basis, so it is advisable to give maximum notice.
- Every effort will be made to provide the catering services and equipment requested, however, some services may be unavailable at some times. This includes food and drink.
- Table and equipment should not be moved. If you have any problems with the meeting rooms then please report to reception immediately. Please DO NOT attempt to fix any equipment yourself, as all damages and missing items must be paid for.
- Any floppy discs for use in our computers must be scanned for viruses at reception before use. You will be liable for any damages caused by infected discs.
- When finished with the laptop computers, please shut them down, close the top and turn off the power at the switch. For PCs, please shut them down and turn off the monitor.
- Please leave the room tidy and lock the door when you leave.
- The key must be returned to reception as soon as you are finished with the room, otherwise you will be charged until it is returned.
- Toilets are located for:
GENTS - Lower Ground/2nd floor/First Floor Drury Lane
LADIES - Ground/1st and 3rd floors/First Floor Drury Lane