

Equipment charges

Main Auditorium

Integrated sound system (including lectern, microphone, and sound equipment, loop system)	£40
Integrated sound system & data projection (including lectern, microphone, computer and sound equipment, loop system) (Please ensure you arrive early for setup testing)	£60
Video recording	£30
2 x 120" screen	Complementary
Video recording	£30
DVD copies	£5
Additional Microphone (table top/floating) (Please ensure you arrive early for a sound check)	£20
Photocopying (per sheet)	£0.10

Other rooms

Portable P.A.	£20
Fixed Data projector (room 7 only)	£25
Portable data projector	£30
Overhead (acetate) projector	Complementary
28" screen TV / DVD (room 2 & 5 only)	Complementary
32" screen TV / DVD (room 6 only)	Complementary
Audio recording	£20
Flipchart (includes paper and pens)	£5
Photocopying (per sheet)	£0.10

Please advise equipment requirements at time of booking