

## Room hire charges for Scottish Insight premises

	Internal Strathclyde	External
Full Day 9am-5pm	£120	£210
Half day 9am-1pm or 1pm-5pm*	£75	£135
Early morning to 9am	£20 per hour	£30 per hour
Evening 5-9pm	£20 per hour	£30 per hour

Room charge includes:

- theatre style (flat) seating for 40
- 3 break out areas for groups of 12
- 1 projector
- 1 laptop (with web and printing enabled)
- 1 Smartboard
- 2 x flipcharts with pens
- pens
- notepads
- sticky notes
- fresh water
- conference support staff present at start/end of event

\*Any event of more than 4 hours in length and up to 8 hours will be charged at the full day rate. Any morning event finishing after 1pm will be charged at the full day rate. Likewise, any afternoon event starting before 1pm will be charged at the full day rate.

### Refreshments (per person unless otherwise stated)

Tea/coffee/biscuits	£1.10 per person per round
Fruit juice	From £1.00 a litre
Wine	£6.50-13.50 per bottle (details on request)

### Additional charges and services per meeting unless otherwise stated

Set up/clear up fee for different room lay-out	£25
Wifi/IT access (with printing enabled)	£2 per delegate per event
IT technician	£30 per hour/part of hour
Additional projector	£25
Additional laptop	£45 each
Additional flipcharts + pens	£5 per flipchart
Standard webcam	£7.50 each
HD Webcam	£12.50 each
Set of speakers	£15
Voice recorders	£10 each
Canon Digital Camera + 2 tapes	£45
Additional tape for camera	£3.50
OHP Projector + 10 transparencies	£20
PA system and microphones	£40-160 depending on requirements
Copying	£0.10 per copy
Fax	£0.30 per page
Badges	On application
Delegate packs	On application

All room hire and services rates exclude VAT.

January 2011

Scottish Insight reserves the right to alter these rates without notice.