

CIRIA Venue Hire Facilities



Venue hire at CIRIA

CIRIA's meeting rooms are located in a beautifully refurbished modern building at the heart of the Barbican area of London just a two minute walk from Barbican tube station. Our meeting rooms have been designed with comfort and convenience in mind, with each room offering natural daylight, climate control cooling, individual heating controls as well as a mix of cutting-edge AV facilities and free WiFi for all delegates.

Our venue is perfect for hosting meetings and we offer a variety of room layouts including theatre, boardroom and classroom style. We can host a maximum of 90 delegates across all three rooms with the largest room seating 65 theatre style.

CIRIA's offices are close to the Barbican centre, Europe's largest arts centre and a short walk from one of the Crossrail construction sites where delegates can see the progress of the development of the new Farringdon station Eastern ticket hall, due for completion in 2015.

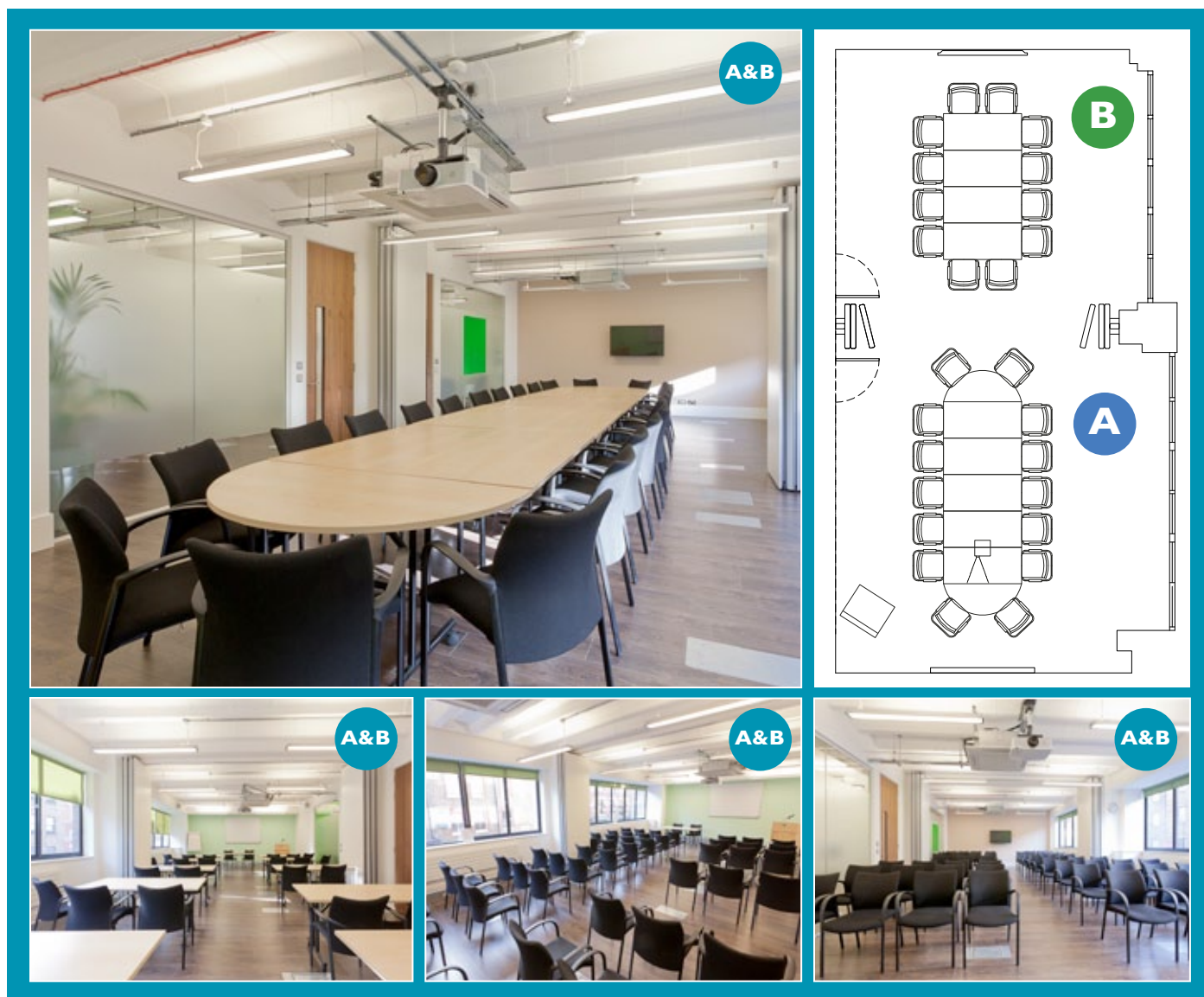
For booking enquiries contact:

Nipa Patel, on tel: 020 7549 3341

or email: nipa.patel@ciria.org



Meeting Rooms A & B



Meeting room A Capacities and costs – exclusive of VAT

	Theatre	Boardroom	Classroom	U shape	Half day hire	Full day hire
Room A	30	14	12	12	£160	£250

Meeting room B Capacities and costs – exclusive of VAT

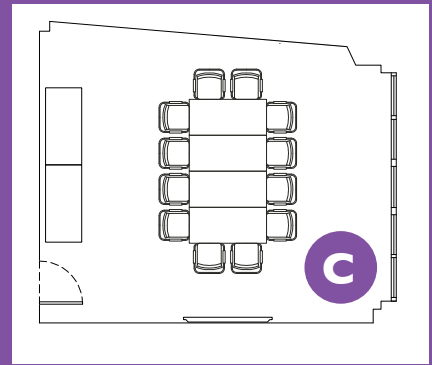
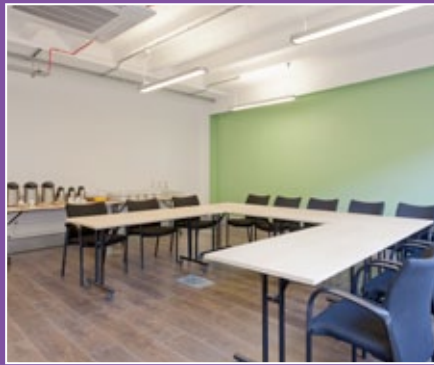
	Theatre	Boardroom	Classroom	U shape	Half day hire	Full day hire
Room B	25	12	12	10	£160	£250

Meeting room A&B joined Capacities and costs – exclusive of VAT

	Theatre	Boardroom	Classroom	U shape	Half day hire	Full day hire
Room A & B joined	65	25	30	n/a	£250	£500

CIRIA Core and Associate members will receive a 20% discount on room hire charges.

Meeting Room C



Meeting room C Capacities and costs – exclusive of VAT

	Theatre	Boardroom	Classroom	U shape	Half day hire	Full day hire
Room C	30	12	18	14	£160	£250

All bookings are divided into sessions:

Full day 8.30am – 5.30pm

Half day 8.30am – 12.30pm
1.30pm – 5.30pm

Any event that overlaps the above timings (eg 11.00am to 2.00pm) will be charged for a full day's room hire.

Please ensure rooms are vacated as per the contract confirmed with CIRIA.

Evening hire by prior arrangement.

CIRIA Core and Associate members will receive a 20% discount on room hire charges.

Audio visual equipment hire (inclusive in room hire unless indicated below)

Equipment:	Available in rooms:
Data projector and screen	Room A and A&B joined
Lectern and microphone	Room A&B joined
Speakers and PA system	Room A&B joined
Roving microphones	Room A&B joined
50" TV monitors with HDMI and VGA connections	Rooms B and C
Flip chart, paper (one pad) and pens	£20.00
Conference phone (connection in all rooms – one phone available)	£20.00 for half day
Video/filming requirements	Quoted on request

Catering charges

Options available	Fees payable
Single serving of tea, coffee and biscuits	£2.00 per person
Cold breakfast (croissants or Danish pastries, cereal bars, fresh fruit and fresh orange juice)	£7.00 per person
Working sandwich lunch (selection of sandwiches,, crisps, fresh fruit and fresh orange juice)	£10.00 per person
Light finger buffet (sandwich platters, hot & cold finger food, crisps, fresh fruit, cakes and fresh orange juice)	£15.00 per person

If you have any other catering or dietary requirements, please discuss this at the time of booking.

For booking enquiries contact:

Nipa Patel at CIRIA:

Tel: 020 7549 3300

Email: nipa.patel@ciria.org

Visit: www.ciria.org



Booking Terms and Conditions

Deposit and payment for bookings

A 50% deposit of total booking value is payable on confirmation of booking and the balance is required two weeks before the event. Please note until a deposit for the booking is received and acknowledged by CIRIA, the booking remains unconfirmed and will be subject to cancellation. Please ensure you contact.

Cancellation charges

Cancellations can only be accepted in writing. If you have not received a response within two working days, please contact Nipa Patel, CIRIA. The following charges will be applicable for bookings cancelled:

More than four weeks	No charge
Between two and four weeks	50% of room hire charge
Within 10 working days of event	100% of room hire charges + catering charges

Short notice bookings (ie less than one month) must be confirmed within three working days and are then subject to cancellation charges as stated above. No refunds are payable for cancellations received within 10 working days of the event date.

Catering requirements

Catering requirements should be confirmed on the event booking form and final numbers are required three working days before the event date.

Insurance

CIRIA does not accept liability for any loss or damage to any property that belongs to or is under the client's control or for any injury caused to a third party by such property. The cost of any damage caused to the meeting rooms, building fabric, fixtures, fittings and furnishings will be charged to the client.

Occupation of meeting rooms

It is the client's responsibility to ensure that booking time slots are strictly adhered to as any overlap in sessions will be charged as extra. The client must ensure the rooms are vacated in the time agreed on the contract and any materials/equipment dismantled and removed on time. Delivery of any materials ahead of the meeting must be prearranged and agreed at CIRIA's discretion. Storage space is limited.

Find us

CIRIA offices/meeting rooms are centrally located in the City of London within 2 mins walk from Barbican Tube and close to mainline stations at Farringdon, Moorgate and Liverpool Street.

CIRIA
Griffin Court, 15 Long Lane
London, EC1A 9PN, UK

