

## Conference Charges From 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019

Day Conferences	
Half Day Rates	Per delegate per day
<p><i>Half Day Delegate Rate – Two Refreshment Breaks</i></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Two refreshment breaks</li> <li>• Hire of a meeting room, equipped with screen, flipchart and whiteboard</li> </ul>	£18.40
<p><i>Half Day Delegate Rate – One Refreshment Break</i></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• One refreshment break</li> <li>• Hire of a meeting room, equipped with screen, flipchart and whiteboard</li> </ul>	£14.40
Full Day Rates	
<p><i>Full Day Delegate Rate – Buffet Lunch</i></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Mid-morning coffee</li> <li>• Buffet style lunch</li> <li>• Afternoon tea</li> <li>• Hire of a meeting room, equipped with screen, flipchart, whiteboard &amp; wifi</li> </ul>	£39
<p><i>Full Day Delegate Rate – Sandwich Lunch</i></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Mid-morning coffee</li> <li>• Sandwich lunch (sandwiches, savoury, fruit bowl, orange juice, tea/coffee)</li> <li>• Afternoon tea</li> <li>• Hire of a meeting room, equipped with screen, flipchart, whiteboard &amp; wifi</li> </ul>	£29.70

Residential Conferences	
Residential Delegate Rates	Per delegate per day
<p><i>Fully-inclusive - Residential Delegate Rate</i></p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Accommodation in single/study room</li> <li>• Continental breakfast</li> <li>• Lunch</li> <li>• Three-course dinner (waitress served)</li> <li>• Morning coffee and afternoon tea</li> <li>• Hire of a meeting room, equipped with screen, flipchart and whiteboard</li> </ul>	£120



<b>B&amp;B Accommodation – Residential Conference Guests</b>	
<p><i>B&amp;B – Continental Breakfast</i></p> <p>Includes:</p> <ul style="list-style-type: none"><li>• Accommodation in single en-suite room</li><li>• Continental breakfast</li></ul>	<p>£66</p>

<b>Additional Facilities</b>
<p>WiFi</p> <p>Audio Visual Equipment</p> <p>Conference office equipped with telephone and P.C.</p> <p>Additional Seminar / Syndicate Rooms details and prices on separate sheet</p>

## Computer Data Facilities 2018-2019 From 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019

Wi-Fi connections available to all conference rooms and study/bedrooms.

### Costs

Laptop	£110	Per day
Projector	£80.00	Per day
Projector & Laptop	£140.00	Per day
Camcorder and Webcam	Price on application	
TV, Video and DVD	£75.00	Per day
Conference Telephone	£75.00	Per day + telephone charges
Extra Flip Chart Easel, Pad and Pens	£15.00	Each
Poster Boards	£35.00	Per set
Photocopier	Price on application	
Printing, scanning and photocopying	Black & White 10p Colour 15p	Per sheet
Technical Assistance (if available)	Price on application	Per hour
Laser Printer	£80.00	Per day
Pads and Pens	£3	Per person

Lucy Cavendish College can provide a range of facilities to reflect the requirements of various organisations. Our ICT Manager, Scarlet Wang, would be pleased to discuss your specific requirements with you. She can be contacted on [sxlw2@cam.ac.uk](mailto:sxlw2@cam.ac.uk). Although every effort will be made to deal with your specific requirements, we cannot guarantee that someone will be available immediately to assist you. Where possible, please let us know in advance of your booking if you have requirements for which you will need assistance.

**All prices exclude VAT and 5% service charge.**

All the above charges **EXCLUDE** VAT and service charges (5.0%)

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