

## Meetings, Conferences, Exhibitions & Banqueting

**Amazing ideas come from amazing surroundings and the meeting rooms available at The Athenæum are no exception.**

5 versatile spaces are available to hire individually or you may choose to hire the whole venue exclusively. Either way the rooms will inspire and motivate your delegates whether they are attending a small meeting for 10 or a large-scale conference for 180. The inter-linked rooms also make it an ideal venue for exhibitions and breakout areas.



The Lounge



The Ballroom

### 8 Hour Delegate Package

£32.00 + VAT per head (min no's 30)

- Hire of the main meeting room
- All standard AV equipment (screen, projector, delegate stationery, flipchart)
- Refreshments on arrival (tea, coffee, juice, biscuits or pastries)
- Mid-morning refreshments (tea & coffee)
- 2 course buffet lunch
- Mid-afternoon refreshments (tea & coffee)
- Additional items such as PA system, breakout rooms, Danish pastries, cookies, cakes or full breakfast can be added at an additional cost.

### 4 Hour Delegate Package

£28.00 + VAT per head (min no's 30)

- Hire of the main meeting room
- All standard AV equipment (screen, projector, delegate stationery, flipchart)
- Refreshments on arrival (tea, coffee, juice, biscuits or pastries)
- Buffet lunch/dinner/ breakfast depending on time of day booked
- Mid-morning or mid- afternoon refreshments (tea & coffee)
- Additional items such as PA system, breakout rooms, Danish pastries, cookies, cakes or full breakfast can be added at an additional cost.

**Bespoke Packages**

We can quote you a bespoke packages price from 15 delegates to 160 – Contact us now for more details:

- Hire of meeting room suitable size for your event
- AV equipment (screen, projector, PA system, hand held and lapel microphones, delegate stationery, flipchart and pens are all available)
- Refreshments when required
- Breakfast, buffet lunch, hot fork buffet or 3 course sit down meal we can cater to your requirements.

These packages can be enhanced by adding networking sessions, breakout rooms, additional catering options and extra sound and lighting. Our in-house AV team will be happy to discuss your options but you are also welcome to bring in your own suppliers if required

**Room Hire Only**

**Ballroom £900+VAT per day**

**Lounge £350+VAT**

**Reading Room £350+VAT**

**\*Library £250 + VAT**

**\*Billiards Room £250 +VAT**

**\*Only available as additional breakout rooms.**

½ day and hourly rates are also available



The Reading Room

**Tea & Coffee £2.00+VAT**

**Catering options from £6.50**

If numbers are below 30 a minimum number supplement may apply.

We also cater for all dietary needs and can provide a menu of options on request.

**Room Capacities**

Function Style	Ballroom	Lounge	Reading Room
Theatre	180	70	40
Classroom	100	30	20
Boardroom	70	40	25
U-Shape	70	40	25
Lunch/Dinner	160	50	40

We look forward to welcoming you and your guests to the Athenaeum

