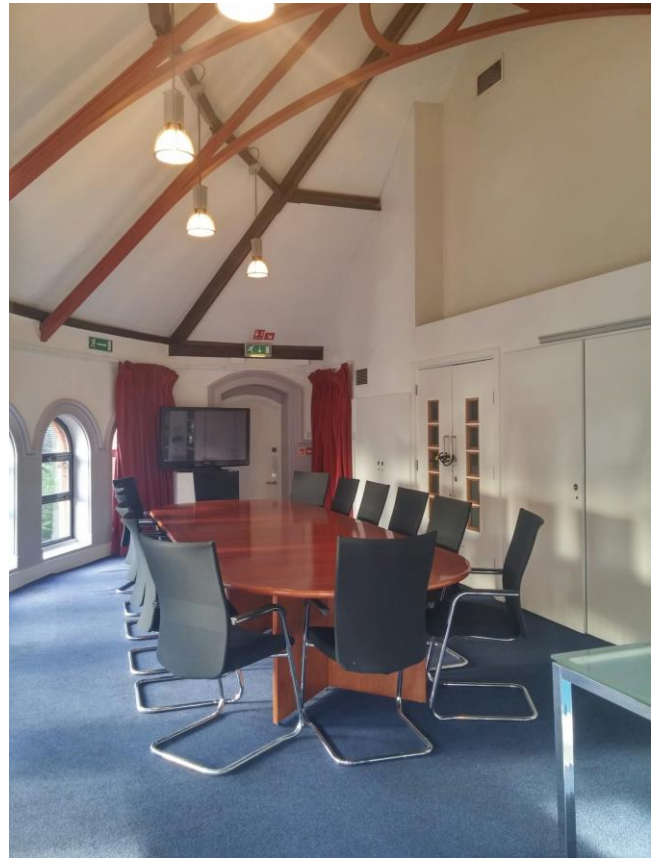




MEETING ROOM

Located at the front of the Tabernacle on the second floor, the meeting room has panoramic views over the courtyard and Powis Square. It is able to accommodate 14 people around the board room table, but up to 20 people comfortably in the space itself for meetings, seminars and lectures alike. The seating and tables as seen in the picture below are fixed in the space. A large flat screen TV is also available for use and can be connected to laptops for presentation purposes etc. Main access to the room is via the lift on the right as you enter the Tabernacle. Please be advised that there is direct access into the Technical Balcony in the theatre from the meeting room. When the theatre is being used for an event, the Technical Team will need access to the balcony but will attempt to cause as little disruption as possible.



Standard Hire Fee: *£25.00+VAT per hour*

This includes the following:

- All setup & pack up time is included in the hourly rate.
- Board room style layout with large central table and chairs.
- Use of large flat screen TV (please be advised we do not provide technical support to set up the TV but may be able to help). For both an Audio & Visual connection an HDMI – HDMI connection is required.

Catering Policies:

- ALL catering must be arranged in house. No food and drink purchased elsewhere may be consumed on the premises.



- Tea/Coffee/Other drinks are available from the Bar/Restaurant on the ground floor in the space if pre-arranged.
- No table service is offered in the space unless a member of staff is paid for. We ask for all catered meals to be held in the ground floor restaurant & bar area if there is no staff charge made.
- We ask that the space is left as it is received to minimise the clear up in the space.

Opening Times:

- The meeting room is available for hire between **9am – 10pm every day**. Please be aware that the restaurant & bar does not open until 9.30am when refreshments will be available.
- Most events held in the theatre are in the evening and therefore the technical team will need access to the technical balcony from **3pm** onwards. They will try and cause as little disruption as possible.

Contact Information:

Please contact **Peggy Römer**, Events & Bookings Manager for any information regarding bookings and availability.

- peggy@tabernaclew11.com
- Or call the Tabernacle on: 020 7221 9700

Payment Information:

- A 50% deposit of the total hire fee is required to secure the booking, and the full balance is due at least 7 days before the date.
- All bookings will remain as Pencils until the 50% deposit is paid.
- Please provide FULL contact information for invoicing purposes.
- Payments may be made by cash, cheque, credit/debit card or bank transfer.

Room Layout & Measurements:

