

Event Hire Base Cost: £2150 plus VAT

The base fee for a half or full day event include:

- British Council event coordination fee
- Room Hire
- Name badges for all guests and staff
- Room set up and break down
- Access to the venue prior to the event
- Security liaison
- Member of British Council staff to check in guests
- Coat check service
- A/V and IT services
- Standard furniture
- Event Staff briefing
- Minimum required staffing (3 members of British Council staff, including security and check-in liaisons)
- Liaising with vendors (including caterers and photographers)

*If additional staffing is required, the charge for a full day is £135

*Please note that any additional costs on top of the services provided by the British Council (e.g. catering, flowers/decoration, photography, etc.) are not included in this quotation and must be met by your organization.