

# Room booking prices

Advance payment for bookings is required.  
We accept most major credit cards  
(excluding American Express).



Meeting rooms	<b>BAND A</b> H&F-based or operating third sector organisations	<b>BAND B</b> Local Authorities, NHS organisations, non-H&F third sector, non-VAT registered companies, Sobus licensees*	<b>BAND C</b> Commercial sector or private bookings
<b>Interview room</b> – seats 4 Monday to Friday, 9am – 6pm	<b>£15</b> per hour <b>£30</b> per ½ day (4 hours) <b>£45</b> per full day (8 hours)	<b>£20</b> per hour <b>£50</b> per ½ day (4 hours) <b>£90</b> per full day (8 hours)	<b>£25</b> per hour <b>£85</b> per ½ day (4 hours) <b>£120</b> per full day (8 hours)
<b>Interview room</b> Bookings outside office hours: Sat/Sun 3 hour minimum. Weekday evenings are charged from 6pm	<b>£15</b> per hour	<b>£20</b> per hour	<b>£25</b> per hour
<b>Board room</b> – seats 12 board room style, or up to 20 conference style Monday to Friday, 9am – 6pm	<b>£30</b> per hour <b>£70</b> per ½ day (4 hours) <b>£100</b> per full day (8 hours)	<b>£40</b> per hour <b>£100</b> per ½ day (4 hours) <b>£150</b> per full day (8 hours)	<b>£50</b> per hour <b>£150</b> per ½ day (4 hours) <b>£220</b> full day (8 hours)
<b>Board room</b> Bookings outside office hours: Sat/Sun 3 hour minimum. Weekday evenings are charged from 6pm	<b>£30</b> per hour	<b>£40</b> per hour	<b>£50</b> per hour
<b>Training room</b> – seats 24 board room style, or up to 50 conference style Monday to Friday, 9am – 6pm	<b>£35</b> per hour <b>£90</b> per ½ day (4 hours) <b>£140</b> per full day (8 hours)	<b>£45</b> per hour <b>£130</b> per ½ day (4 hours) <b>£210</b> per full day (8 hours)	<b>£60</b> per hour <b>£180</b> per ½ day (4 hours) <b>£250</b> per full day (8 hours)
<b>Training room</b> Bookings outside office hours: Sat/Sun 3 hour minimum. Weekday evenings are charged from 6pm	<b>£35</b> per hour	<b>£45</b> per hour	<b>£60</b> per hour

## All prices exclude VAT

\* If Sobus licensees are third sector, Band A prices apply. For Sobus licensees booking rooms outside of office hours, if reception staff are not required, Monday to Friday 9am – 6pm prices apply.

## Additional extras

Refreshments	Price	Equipment	Price
<b>Tea/coffee</b> Flasks of hot water with instant coffee, tea bags, milk and sugar. Unlimited refills during your booking	<b>£2.20</b> per person	<b>Flip chart, including paper &amp; pens</b>	<b>£7.50</b> per booking
		<b>Portable projector</b>	<b>Free</b>
<b>Tea/coffee &amp; biscuits</b>	<b>£2.70</b> per person	<b>Laptop computer</b>	<b>Free</b>
<b>Tea/coffee/fruit juice &amp; biscuits</b>	<b>£3.20</b> per person	<b>Data point connection</b>	<b>Free</b>
<b>Bottled water 2L (still/sparkling)</b>	<b>£1.50</b> per bottle	<b>Wi-Fi multiple connection</b>	<b>Free</b>

## Contact:

**Dawes Road Hub,  
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