

Education Academy

Room Hire Tariff

2017/18



Internal Bookings

Rooms are free to hire for Barts Health staff and for Barts Health events unless the event is sponsored or creates an income in which case external room hire rates will apply. A departmental budget code is required at the time of booking so that charges can be made should an event be cancelled or not attended in line with the Terms and Conditions of use.

External Bookings

This client group is classified as:

- All training and education activities organised by anyone external to Barts Health
- Other NHS organisations or Barts Health partners
- Charities or not-for-profit organisations

Room Hire Charges (External users)

Site	Room	Capacity	Hourly Rate Mon-Fri	Half Day 9-1 / 2-6 Mon - Fri	Full Day 9 – 6 Mon - Fri
Mile End Hospital	Room 1	30	£30.00	£120.00	£240.00
	Room 2	6	£6.00	£24.00	£48.00
	Room 3	35	£30.00	£120.00	£240.00
	Room 4	25	£25.00	£100.00	£200.00
	Room 5a	50	£50.00	£200.00	£400.00
	Room 5b	50	£50.00	£200.00	£400.00
	Room 5a&5b	100	£100.00	£600.00	£1000.00
	Room 6	50	£50.00	£200.00	£400.00
	Room 7	50	£50.00	£200.00	£400.00
Room 8	50	£50.00	£200.00	£400.00	

Royal London Hospital	Seminar room 1	25	£50.00	£200.00	£400.00
	Seminar room 2	25	£50.00	£200.00	£400.00
	Seminar room 3	25	£50.00	£200.00	£400.00
	Seminar room 5	50	£100.00	£400.00	£800.00
	Seminar room 6	50	£100.00	£400.00	£800.00
	Seminar rooms 5&6	100	£200.00	£600.00	£1000.00



Site	Room	Capacity	Hourly Rate Mon-Fri	Half Day 9-1 / 2-6 Mon - Fri	Full Day 9 – 6 Mon - Fri
Whipps Cross University Hospital	MEC Lecture Theatre	100	£100.00	£400.00	£800.00
	MEC Seminar room 1	25	£25.00	£100.00	£200.00
	MEC Seminar room 2	15	£15.00	£60.00	£120.00
	MEC Seminar room 3	30	£25.00	£100.00	£200.00
	MEC Seminar room 4	30	£30.00	£120.00	£240.00
	MEC committee room	15	£15.00	£60.00	£120.00
	MEC Dining room	100	£100.00	£400.00	£800.00
	LC Seminar room	15	£15.00	£60.00	£120.00
	LC Lecture Theatre	30	£30.00	£120.00	£240.00
	LC Clinical Skills room	15	£15.00	£60.00	£120.00
	MET suite Clinical skills room	20			£200.00
	MET suite Control room	n/a			£100.00
	MET suite Seminar room	25			£300.00
	MET suite Simulation suite	n/a			£400.00
	MET suite Equipment hire of SIMMAN, SMOTS				£150.00



Site	Room	Capacity	Hourly Rate Mon-Fri	Half Day 9-1 / 2-6 Mon - Fri	Full Day 9 – 6 Mon - Fri
Newham University Hospital	Lecture Theatre	100	£100.00	£400.00	£800.00
	Events room	40	£40.00	£160.00	£320.00
	Seminar room 1	25	£25.00	£100.00	£200.00
	Seminar room 2	20	£20.00	£80.00	£160.00
	Seminar room 3	25	£25.00	£100.00	£200.00
	Seminar room 4	15	£15.00	£60.00	£120.00
	Seminar room 5	15	£15.00	£60.00	£120.00

All prices are inclusive of equipment use eg computer or laptop, projector, flip chart, paper and pens. Prices are exclusive of VAT.

Hire charges for other NHS organisations, Charities and Not for Profit organisations

Other NHS organisations and/or charities will be charged 50% of the hire fees shown for external users unless there are pre-existing agreements in place whereby the hire fee will be waived at the discretion of the centre co-ordinator at a particular site.

Not for Profit Organisations will make a nominal donation of their choice on a quarterly basis.

Cancellation / DNA charges

External users

Cancellations / DNA made 14 days or less	100% charge
Cancellations made 30 days prior to the event taking place	50% charge
Cancellations made more than 30 days prior to the event	No charge

Internal users

Cancellations / DNA made 14 days or less	£100 charge
Cancellations made 30 days or less prior to the event taking place	£50 charge
Cancellations made more than 30 days prior to the event	No charge



Payment Terms

A non-refundable deposit of 25% of room hire costs is payable to secure a booking. This is applicable to external users only.

Invoices will be issued within 14 days of the event taking place.

Payment is strictly within 30 days of invoice date.

