

THE DETAILS

SPACE FOR HIRE	THEATRE STYLE	CABARET STYLE	BOARDROOM	U SHAPE	HOLLOW SQUARE	CLASSROOM	FULL DAY RATE + VAT	HALF DAY RATE + VAT	HOURLY RATE + VAT
THE SHIPPING OFFICE	60	50	24	21	24	27	£800	£400	-
THE COTTON ROOM	-	-	12	-	-	-	£350	£175	£50
THE SORTING ROOM	-	-	10	-	-	-	£250	£125	£35

Hire Hours

Full Day: 8.30am – 5.30pm

Half Day: 8.30am – 12.30pm

or 1.30pm – 5.30pm

Or talk to us about more flexible timings to suit your day.

Room cost includes:

- Natural daylight
- Original heritage features
- Free WiFi
- Conference calling
- Desktop computer
- Projector and wall screen
- High-spec PA system
- Roving/table-top microphones
- Presentation clicker
- Flip charts with pens and pads
- Meeting stationery
- Break-out spaces subject to availability

Catering

We offer our guests unlimited filtered water, tea, coffee and biscuits for £3.75pp + VAT for a full day room hire or £2.25 pp + VAT for half day hire.

For food, we have a range of delicious options. See included current menus to talk to us about bespoke arrangements.



EXTRAS

We would be delighted to offer our guests a range of additional set-up, presentation and audio equipment. Talk to us about arrangements for your meeting or event.

- Bespoke Table Linen
- Podium Tables
- Extra furniture
- Staging
- Lectern / Lectern Microphone
- Lapel Microphones
- Additional TV screen
- Video Conferencing
- AV Technician

Quotes available for additional items on request. Additional set-up charges may apply.

ACCESSIBILITY

CityCo's Event and Meeting Spaces are on the top floor of Lloyds House. The heritage building is Grade-2 listed and although CityCo makes it a priority to be as accessible as possible, there are some restrictions due to the historic building. Disability access is at our 18 Lloyd Street entrance where we do have lift access, however not all wheelchairs fit in the lift. We have a mobile wheelchair ramp and foldable wheelchair to help assist. We also have an accessible toilet on the top floor. For those with mobility restrictions and/or for whom this may concern, please email roomhire@cityco.com and our staff will be happy to help and support in any way we can.
