

## Medical Sciences Teaching Centre, University of Oxford

### Prices for Room Hire as from 1 January 2018

Room	Half day or Evening (£)	Day (£)	Additional hours beyond 5.00pm (£ per hr)
Lecture Theatre	580	995	87
UG area & foyer	425	715	63
UGa/b	230	390	35
UGa/b & foyer	295	450	40
UGc & foyer	230	390	35
3a/b	225	380	34
LGa/b	160	265	24
Individual seminar room	160	265	24
CAL lab	415	700	62
Classroom 1 (for posters)	230	395	35
Classroom 2	415	700	62
Posterboards		£18 each	

Prices include use of audio-visual equipment and basic AV/IT support (i.e. initial set-up if required, support available on-call). Prices are exclusive of VAT, which will be charged if applicable.

#### Additional charges

Technical support	E.g. ordering of laboratory consumables	£41 per hour of staff time
Medium-level AV/IT support (must be pre-booked)	AV/IT support available throughout the event, creation of wireless user accounts, configuration of users' laptops for wireless use. Use of video-conferencing equipment.	£61 per day of event £41 for a half day or evening event
High-level AV/IT support (must be pre-booked)	As above, plus software/hardware installation/configuration for courses with specific needs	£82 per day of event £61 for a half day or evening event

Events which take place at **weekends** (or after 5.00 pm on weekdays) will incur additional charges: £31 per hour of event to cover the costs of staffing the building and £41 per hour for AV/IT support and/or Technical support if required/available.

Demonstration Room (dissection facilities)	Half day or Evening (£)	Day (£)	Additional hours beyond 5.00pm (£ per hr)
	(450)	(760)	(67)

NB These prices are for room hire only. Bookings for this room will incur additional charges from the Department of Physiology, Anatomy and Genetics to cover staffing, equipment and consumables. Prices are available on request.

#### Catering

Please contact the following suppliers for catering options in the MSTC:

Occasions at Oxford (Based in the adjoining building) for internal events orders should be placed through university Planon system. For external events please ask the MSTC events officer.

Andrew Carpenter: [andrew@carpentercatering.co.uk](mailto:andrew@carpentercatering.co.uk) tel: 01865 511242

A&J: <http://www.ajcatering.co.uk/>

Fine dining: <http://www.oxfordfinedining.co.uk/>

Lamb: <http://www.lambcatering.co.uk/>

The University Club in Mansfield Road also offers dining facilities – and some excellent en-suite accommodation: <http://www.club.ox.ac.uk>

\* If catering is booked / arranged for your event by the MSTC Events Officer, an additional 5% of the total catering charge will be added to the cost of the event.

HKV 08/08/16