

CONFERENCE AND EVENTS BOOKING POLICY

	<u>DAY DELEGATE RATES (DDR)</u>	<u>ROOM HIRE</u>		<u>CATERING</u> (Catering is per head unless otherwise specified)	
COMMERCIAL PRICING We offer a 10% discount to University of Oxford departments and charities on DDR rates and private dinners. VAT exemption is responsibility of the organiser to make us aware and sign exemption form, if we are not made aware then VAT will be applied	Option 1 @ £70.00 + VAT per head Option 2 @ 59.50 + VAT per head (Half day rate £10 less if they finish after lunch) <ul style="list-style-type: none"> Main meeting room hire included (plus a room for catering) 3 x refreshment breaks throughout the day with pastries on arrival, biscuits mid-morning and cake in the afternoon. Option 1 – A hot/ cold buffet lunch or finger buffet lunch in private dining space Option 2 – A sandwich lunch in private dining space OR lunch through the canteen (non-exclusive self service) Standard AV included There is an additional charge for breakout rooms, see below: Syndicate room for up to 8 people £130 per room, per day £85 per room, per half day Syndicate room for over 8 people £190 per room, per day £125 per room, per half day Minimum chargeable numbers for DDR is 10 for small rooms and 20 for medium/ large spaces.	Large Rooms Auditorium Hall	£260 Hour £260 Hour	Tea, coffee only Tea, coffee, biscuits Tea, coffee, pastries Tea, coffee, cake Self Service Lunch or Dinner through Dining Hall Private Sandwich Lunch Packed Lunch Private Buffet Lunch or dinner (finger or served) Private 2 course lunch or dinner Private 3 course lunch or dinner (MINIMUM CHARGE OF £900 for dinners) Nibbles Afternoon tea BBQ Christmas functions	£5.20 + VAT £5.90 + VAT £7.00 + VAT £7.00 + VAT £21 + VAT £23 + VAT £10 + VAT £36.00 + VAT £58 + VAT £69 + VAT £7 + VAT £28.50 + VAT £47.50 + VAT £78 + VAT
		Medium Rooms Haldane Buttery Levett Room	£200 Hour £200 Hour £110 per hour	Weddings (tasting included with numbers of 80 plus) Jugs of fruit juice (6 servings) Jugs of sparkling elderflower presse (6 servings) Wines and other alcoholic drinks Corkage per bottle (still) Corkage per bottle (sparkling)	£3,200 venue charge plus costs for any menus they choose £7 + VAT £11 + VAT As per list £14.50 (inc VAT) £19 (inc VAT)
		Small Rooms Florey Room Committee Room Seminar Room 1 Seminar Room 2 Seminar Room 3		No self-catering allowed	
		Please note we do not take bookings for less than 2 hours minimum (or will charge for a minimum of 2 hours.) 20% discount if booked for a full day (8 hours or more)			
		Piano hire in LWA (Subject to approval from Luisa Summers/ Music Society) £160+VAT for a concert (of c. 3 hours or less) £300+VAT for a day hire Piano Tuning (organiser responsibility to pay) £110 approx.			

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<p>COLLEGE MEMBER PRICING</p> <p>(STUDENTS, FELLOWS AND CLUSTERS)</p>	<p>If you are looking to have an event fully managed by the College including AV, room set ups and catering the we recommend the day delegate rates (DDR.)</p> <p>College Members are entitled to a 20% discount on commercial DDR costs when booking an event at Wolfson.</p> <p>The College Member has to be the organiser of the event or part of the team organising the event to get this discount. The invoice will have to reference the name of the College Member and the contract will be in their name.</p>	<p>College Members can book rooms free of charge, this is for 'dry room hire only' and nothing else such as glassware, AV etc is included. The College Member must collect the key and be present throughout.</p> <p>Dry room hire:</p> <ul style="list-style-type: none"> • Only available for Academic and pastoral related events organised for Wolfson College, including its clusters, students and fellows (not available to anyone for private social events.) • Completely self-service • Standard room set up included, in the larger rooms, the College staff will not set up any furniture • AV is the responsibility of organiser • No signage included • No catering included • Can be booked up to three months in advance • <u>NO CHARGE</u> <p>Dry room hire PLUS (<i>not available on Sundays</i>)</p> <ul style="list-style-type: none"> • Only available for Academic and pastoral related events organised for Wolfson College, including its clusters, students and fellows (not available to anyone for private social events) • Low maintenance requirements • Standard room set up included and the option for the Wolfson Team to set up the room if information is provided two weeks prior to the event • Basic AV support included (someone will meet you at the start of the event and be on call for any issues during the event) • Signage included • Water included as standard 	<p>Outside of the day delegate rate, catering provided by Wolfson is charged at the same rates as commercial but College Members also get a 20% discount for private dinners.</p> <p>Clusters get internal rates for light refreshments such as tea/ coffee but would be charged external rates for any other catering with a 20% discount on private dining.</p> <p>College Members can self-cater an event (subject to signing a health and safety agreement) with basic refreshments. We do not provide any equipment for self-catered events however additional items and catering can be added to dry room hire for a fee (Dry Room Hire PLUS)</p> <p>We do not normally permit any external bar/catering companies to work on site.</p>
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		<ul style="list-style-type: none"> • Can be booked up to six months in advance (or up to 12 months with a £125/ 10% deposit – whichever is greater) • Small meeting rooms: £50 for a half day (up to four hours) and £80 for a full day • Medium/ Large Meeting rooms: £100 for a half day (up to four hours) and £170 for a full day <p>College members are entitled to a 20% discount on room hire when it falls outside of the above.</p>	
COMMON ROOM MEMBER PRICING	<p>Common Room Members are entitled to a 10% discount on day delegate rates.</p> <p>The Common Room member making the booking must be the point of contact throughout and in attendance.</p>	<p>Common Room Members can book small rooms on the above 'dry room hire' packages but no more than 3 months ahead of the date requested.</p> <p>Common Room members are entitled to a 10% discount on room hire when it falls outside of the above.</p>	<p>Same rates as commercial other than a 10% discount for private dinners.</p> <p>No self-catering allowed.</p>
ADDITIONAL ITEMS ON 'DRY ROOM' HIRE FOR COLLEGE MEMBERS.	<p>PLATES/ CUTLERY £0.80 per person (Minimum charge of £10 for any booking)</p> <p>Please note that this does not include any service from staff.</p>		<p>WINE GLASSES OR COFFEE CUPS Note: Six glasses are included per bottle of wine purchased from the College</p> <p>£0.80 per person (Minimum charge of £10 for any booking)</p> <p>Please note that this does not include any service from staff.</p>