Price list

CMS Conferencing

Room hire	per hour	half day*	full day
Venn	£30	£65	£105
Warren	£45	£95	£155
Venn & Warren combined		£125	£210
Conference Hall	£60	£200	£320
Taylor	£30	£70	£110

*half day = 9am–1pm or 1.30pm–5pm – any booking starting late morning and finishing during the afternoon counts as a full day

Registered charities receive 20 per cent discount on room hire

CMS Conferencing, Watlington Road, Oxford OX4 6BZ
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Audio-visual packages		half day*	full day
Venn	Basic Video Package – use of plasma screen (audio only available if booked with Warren)	£11	£16
Warren	Basic Package – use of 1 projector & 1 screen with 1 stand microphone plus use of CD/DVD player	£25	£35
Warren	Extended Package – use of 1 projector & 1 screen, use of basic laptop for MS PowerPoint with 1 lapel radio microphone + any 4 of: 4 stand microphones, 2 sound inputs for laptops	£30	£50
Conference Hall	Basic Package – use of 1 projector & 1 screen with 1 hand-held radio microphone, 1 sound input for laptop/musical instrument (via DI box), use of CD/DVD player	£30	£45
Conference Hall	Extended Package – use of 2 projectors & 2 screens, use of basic laptop for MS PowerPoint if required, 2 radio microphones plus any 4 of: 2 stand microphones, 2 sound inputs for laptops, CD/DVD player	£35	£60
Conference Hall	Further AV facilities on request, eg, Premium Audio Video – as extended package but up to 16 channels of audio, mix of radio and stand microphones with DI boxes and CD/DVD inputs. You will need to hire an AV technician with this option to help with set up, to supervise the use of the system and to dismantle at the end of your event.	£50 + £20 per hour for AV technician	£85 + £20 per hour for AV technician
Taylor	Basic Package – use of plasma screen with 1 stand microphone plus use of CD/DVD player	£18	£30
Taylor	Extended Package – use of plasma screen, use of basic laptop for MS PowerPoint with 1 hand held radio microphone + any 4 of: 4 stand microphones, 2 sound input for laptops	£30	£50

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Extras	
Whiteboard & Pens	£5
Flipchart & Pens	£8
Double Flipchart & Pens	£12
A4 Notepad	£2
A5 Spiral Bound Notebook	£2.25
Pencils	75p ea
Pens	£1 ea
Post-it Notes	£1
Bottled Water (500ml)	75p
Bottled Water (1ltr)	£1
Fruit Juice (1ltr)	£1
Mints (bowl)	50p ea
Photocopies (black & white)	10p ea
Photocopies (colour)	25p ea
Fax	By arrangement
Wireless internet access	By arrangement
Laptop hire	By arrangement
Registration Service	By arrangement
Meet & Greet for Interview sessions or similar	By arrangement

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