

GRAND PLAZA KENSINGTON VENUE HIRE CHARGES 2019

Venue Room Hire Types and maximum delegates per room	Charges per room / delegate rate
Room Hire Basic Package	Per room:
Meeting Room: for max 8 pax sitting boardroom style	
half day (1-4 hours)	£150.00
Full day (4 hours plus)	£300.00
Garden Room: from 10 pax to maximum 50 pax sitting, 80 standing	
Half Day (1 - 4 hours)	£400.00
Full day (4 hours plus)	£800.00
Conservatory Room: from 40 pax to 120 pax - depends on style	
Half Day (1 - 4 hours)	£600.00
Full day (4 hours plus)	£1200.00
Garden Café and Lounge: Karaoke & Bar option or as combination with Garden Room. From 5-20 pax	
Half Day for up to 8 pax	£150.00
Full day for up to 10 pax	£300.00
Please contact Reservation/Ramona for combination of 2 rooms or additional requests and final quote	
Full Package including room hire and food	Per Delegate:
Food option available as an additional cost based on client requirements and menu option. We are happy to assist and quote after discussing all with our F&B Manager to offer best package	Venue Hire charges + food per delegate
All alcoholic drinks will be quoted extra depends on quantity and type.	
All extras in case of requests to add an equipment like projector, set up videos, speakers etc are charged extra as per list below:	
LAPTOPS, PRINTERS & PROJECTORS	Per Day
Projector for up to 100 delegates	£50.00
Projector in small meeting room for 8 pax	£20.00
CONFERENCE AIDS	
LECTERN-Free standing with microphone	£30.00
Microphone	£20.00
2 corner speakers	£40.00
Flipchart and pens	£25.00 per flipchart
Notepads and pens	£35.00 for 8 pads and pens

Please contact: venuehire@parkcitylondon.co.uk

If you wish to place booking or discuss any requirements you may have. We are here to assist you and make sure you are happy with your choice.

The Park City Grand Plaza Kensington

18-30 Lexham Gardens

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Reservation : +44 (0) 207-341-7093