





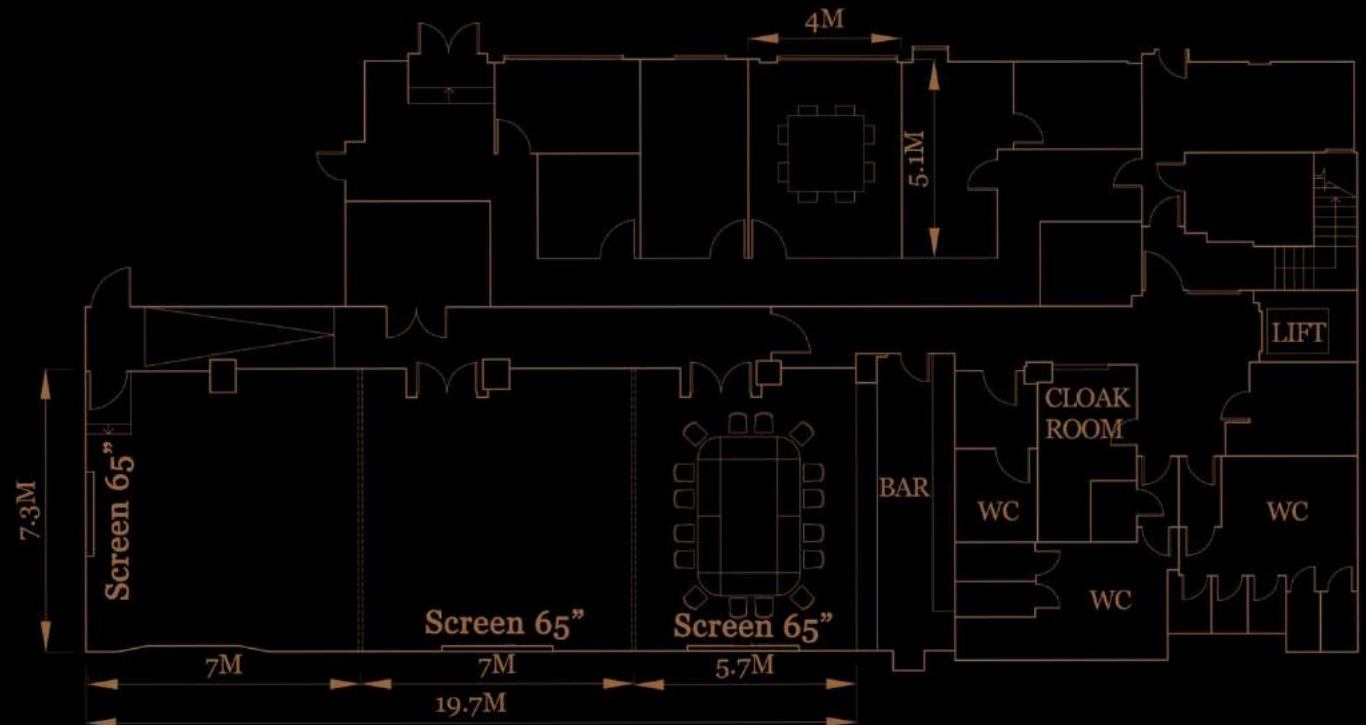
CONFERENCE ROOM CAPACITIES

Layout	Theatre	Classroom	Boardroom	Dinner Dance	Cabaret	U-Shape	Reception
Arbor Suite	100	60	60	100	60	50	150
Arbor 1	30	18	20	30	20	18	40
Arbor 2	30	18	20	30	20	18	40
Arbor 3	30	18	20	30	20	18	40

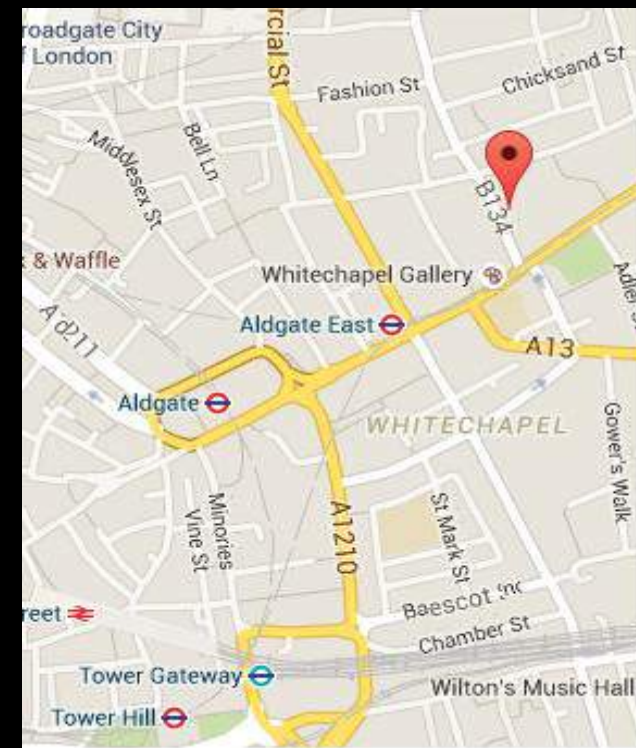


Floor Plan

Room	Dimensions		
	L(m)	W(m)	H(m)
Arbor Suite	19.7	7.2	2.4
Arbor 1	5.7	7.2	2.4
Arbor 2	7	7.2	2.4
Arbor 3	7	7.2	2.4



Day Delegate Rate	24 Hour Day Delegate Rate
£75.00 per person	£249.00 per person
Includes:	Includes:
- Exclusive hire of the meeting room	- Exclusive hire of the meeting room
- Tea, coffee and selection of pastries on arrival	- Tea, coffee and selection of pastries on arrival
- Mid-morning tea, coffee and biscuits	- Mid-morning tea, coffee and biscuits
- Afternoon tea, coffee and cakes	- Afternoon tea, coffee and cakes
- Two course buffet lunch or working lunch	- Two course buffet lunch or working lunch
- Bottles of still and sparkling water	- Bottles of still and sparkling water
- Office essentials stationery kit	- Office essentials stationery kit
- Flipchart, pads and pens	- Flipchart, pads and pens
- 65" Monitor	- 65" Monitor
- Complimentary Wi-Fi	- Complimentary Wi-Fi
- VAT	- Overnight accommodation in Club double for sole
	- Three course dinner in the Lane Restaurant
	- Buffet breakfast in the Lane Restaurant
	- VAT



Individual Prices from	
Room hire	£2000.00 for the whole suite £750.00 per section
Tea, coffee and biscuits	£3.50 per serving/£12 unlimited (daily)
Tea, coffee and pastries	£4.50 per serving
Lunch	£25.00 buffet £15.00 sandwich lunch
Dinner	£17.50 selection of hot and cold finger food from £30 three course buffet from £35 three course plated table service
65" Monitor	£150.00
PA System and microphone	£200.00
Extra microphone	£50.00
Flip Chart	£15.00
Lectern	£50.00
DJ and dance floor	£500.00

Contact Us:

Arbor City

12-20 Osborn Street
London
E1 6TE

Tel : 020 7247 3313

Fax: 020 7377 5998

Email: events@arborcity.co.uk