

# Day Delegate Rates:

## Rosalind Franklin Room and Annexe



### Included in our Day Delegate Package:

- The Rosalind Franklin room and Annexe
- Corporate note-pads and pens
- Stage - 24ft x 8ft stage made up of 6 staging blocks
- Black conical lectern
- PA System
- Screen (either 8'x6' or 10'x8') and drape kit
- Data projector
- One radio microphone and one cabled microphone
- Dedicated contact on the day
- Cloakroom facilities
- 10% on the day discounted car parking (Millennium Square car park only)
- Breakfast, lunch, mid-morning and mid-afternoon coffee break
- Water on tables replenished throughout the day

Number of delegates	Package 1	Package 2	Package 3
80-120	£45	£50	£55
121-180	£40	£45	£50
181+	£35	£40	£45

All prices quoted are per person and exclude VAT

*Breakfast:* Freshly brewed coffee, selection of infusions and mini all-butter croissants  
*Coffee break:* Freshly brewed coffee, selection of infusions and bottomless apple bowl  
*Lunch:* All lunches include one glass of orange juice per person. Select from menus below  
*Coffee break:* Freshly brewed coffee, selection of infusions with home-made shortbread

### Example Lunch Menus

#### Package 1

Selection of sandwiches  
 Hand cooked crisps  
 Selection of dips  
 OR  
 Bowl of home-made seasonal soup  
 Selection of sandwiches

#### Package 2

A choice of two hot dishes made from seasonal produce (one meat and one vegetarian)  
 Crusty bread with butter

#### Package 3

A choice of two hot dishes made from seasonal produce (one meat and one vegetarian)  
 Buttered new potatoes  
 Seasonal steamed vegetables OR seasoned rice  
 Crusty bread with butter  
 Assorted mini muffins

### Catering supplements

Egg rolls and Bacon rolls £3.95  
 Assorted mini-muffins £2.50  
 Slices of assorted sponge cake £2.95

Freshly brewed coffee, selection of infusions £1.95  
 Freshly brewed coffee, selection of infusions with biscuits £2.50

Orange or apple juice £3.65 per litre  
 Still/Sparkling bottled water £2.75 per litre

Gluten and dairy-free options available with all menu options  
 All special dietary needs can be accommodated for if advised before the event  
 Semi-skimmed and soya milk available by request on the day  
 All prices are per person and exclude VAT

# The Rosalind Franklin room and Annexe



Situated on the second floor of @Bristol, the Rosalind Franklin room is flooded with natural daylight with floor to ceiling windows and fully air-conditioned. The room has access onto a private outdoor terrace (with a designated smoking area) overlooking Bristol Cathedral.

The Annexe is adjoined to the Rosalind Franklin room and made up of three rooms separated by moveable partitions. The Annexe rooms can be used separately as breakout areas or opened up into one space. The Annexe is also flooded with natural daylight with floor to ceiling windows and fully-air-conditioned. Each Annexe room has access onto another private outdoor terrace over-looking Millennium Square and the harbour.

## Capacity:

Standing capacity of the Rosalind Franklin room and Annexe is 480.

## Room capacities:

### Rosalind Franklin room:

468 metres squared

Max capacity cabaret style: 300 with dancefloor stage

Max capacity theatre style with front projection: 460

Max capacity theatre style with back projection: 324

### The Annexe - made up of three rooms

Each annexe room:

67 metres squared

Max capacity theatre style: 70

Max capacity cabaret style: 50

Max capacity standing: 70

## Please contact the venue hire team to make a booking:

E: [venue.hire@at-bristol.org.uk](mailto:venue.hire@at-bristol.org.uk)

T: 0117 915 8000

F: 0117 915 7200

W: [www.at-bristol.org.uk](http://www.at-bristol.org.uk)

## Day Delegate Terms and Conditions:

- Once a booking is verbally confirmed a contract and 50% deposit invoice will be issued based on agreed minimum numbers
- A balance invoice based on this minimum number will then be issued. Events must be paid in full at least two weeks prior to the event. Purchase order numbers are required where necessary
- If your event is within 8 weeks of booking, a full payment invoice, based on minimum numbers will be issued
- Catering numbers and menu choices must be confirmed at least 14 days prior to the event date and any additional changes made no more than 7 days prior
- If necessary, a post-event invoice will be issued for any delegates catered for on the day in addition to minimum numbers contracted and paid for prior to the event
- All day delegate and catering prices quoted are valid until 31 December 2011