

## STUDIO RATE CARD

### PRICES

	Studio hire		Video conference*
	Half day (up to five hours)	Full day (over five hours)	
External clients	£500	£1000	£150
LSE Staff			
▪ School meetings	FREE	FREE	£100
▪ External Client meetings	£250	£500	£100
LSE Executive Education	£250	£500	£100

*Additional costs apply for the use of Video and Audio Conferencing, depending on destination of call and time used.*

### CATERING

A selection of menus are available, options include:

- Tea, Coffee and Biscuits from £2.00 per person + VAT
- Sandwich Lunch from £5.50 per person + VAT

Full menus are available on request. We use Pret a Manger for our catering requirements. To order, please forward your requirements in writing to Louisa Bull no later than **seven working days** before your meeting.

### VIDEO CONFERENCING

- Use of the video conferencing facilities will incur an additional charge to room hire
- Video conferencing costs include set up and calls for up to two hours. Calls longer than two hours will incur further charges

#### Numbers:

- V/C No 1: 020 7852 3664
- V/C No 2: 020 7852 3665
- V/C No 3: 020 7852 3666
- V/C No 4: 020 7852 3667

Studio Conference Call and General Phone Number: (020) 7852 3609

### EQUIPMENT

Audio Conferencing  
 Data Projection  
 Dry White boards  
 DVD  
 ISDN  
 Printable white board and pens  
 Video Conferencing  
 Visualiser