

# Venue Hire & Conferencing

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BLACK COUNTRY & MARCHES

I	N	S	T	I	T	U	T	E	OF
T	E	C	H	N	O	L	O	G	Y

## ROOM LAYOUT & CAPACITY

	Conference Room 1	Conference Room 2	Meeting Rooms 1, 2 & 3 *	Meeting Room 4	Classroom
Boardroom	25	30	4	16	30
Cabaret	35	45	-	-	45
Theatre	50	70	-	-	-

## HIRE & CHARGES

Full Day	£200	£170	£35	£140	£140
Half Day (4 Hours) **	£100	£85	£35	£70	£70
Hourly	£35	£25	£35	£20	£20
Evening					

## FACILITIES

Digital Screen ***	✓	✓	✓	✓	✓
Ground Floor	✓	✓	-	-	✓
Lift	✓	✓	✓	✓	✓
Induction Loop	-	-	-	-	-

\* Please note that only Meeting room 2 has a digital screen.

\*\* Half day times: 8:30am – 12:30pm & 1:30pm – 5:30pm. Anything outside of these time frames will be charged as a full day.

\*\*\* Screens connect via HDMI (cable supplied) – no other connection available.

## ADDITIONAL EQUIPMENT HIRE CHARGES

AV Equipment		Security/First aider *	
Technical Support *		Coffee Shop *	

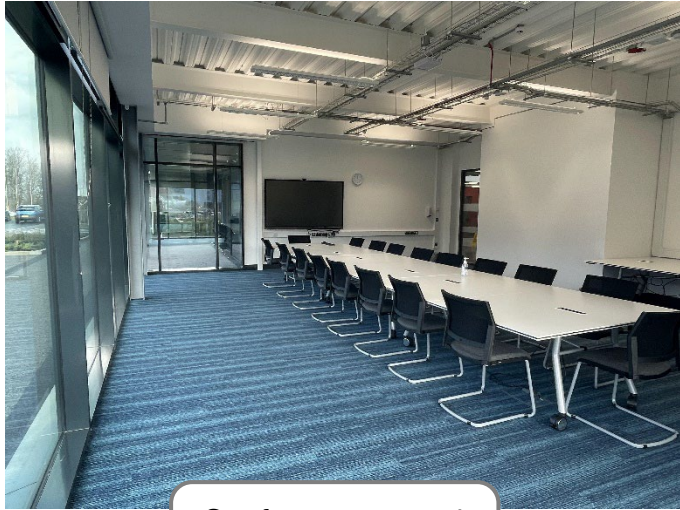
\* Dependant on staff availability

## Additional Information

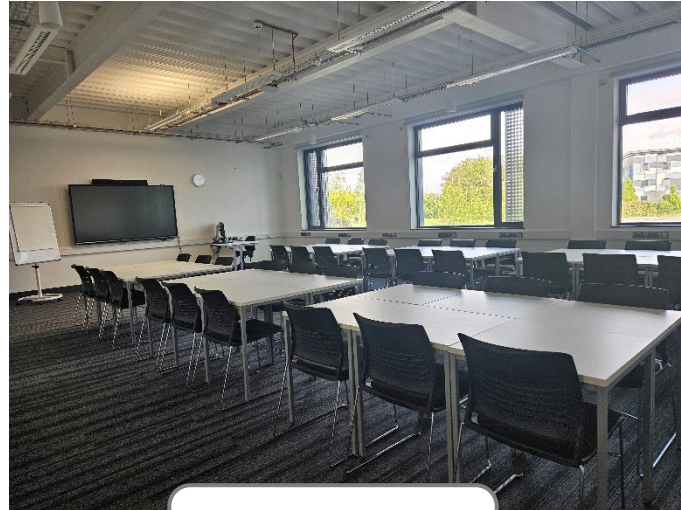
Please note:

- All room hire charges are shown without VAT – this will be added upon invoicing. All costs are subject to change.
- Room hire charge includes the use of flipchart & flipchart pens. Any additional stationary or printing required will incur additional charges.
- Please enquire for atrium charges and availability.
- Access to building available from 8:30am unless pre-organised.

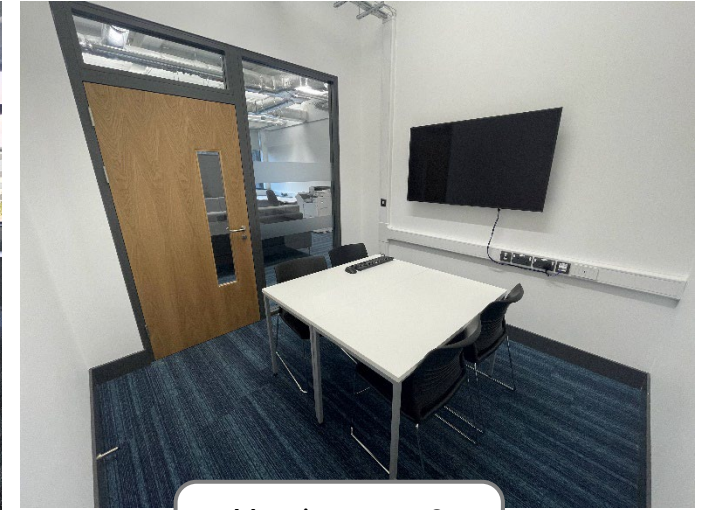
# Examples of Rooms



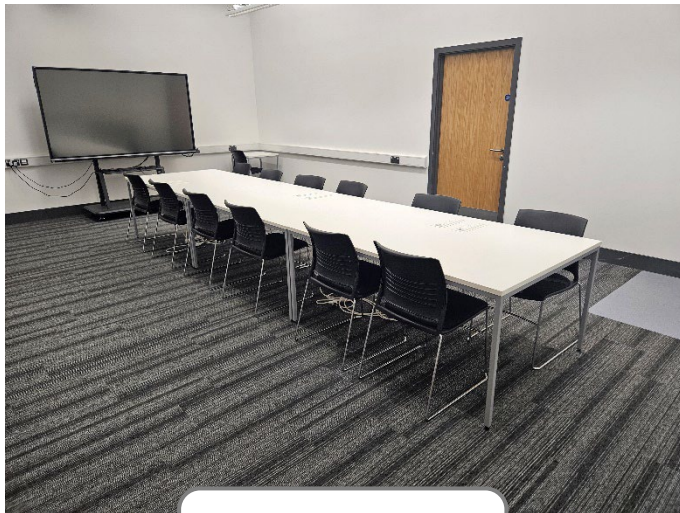
Conference room 1



Conference room 2



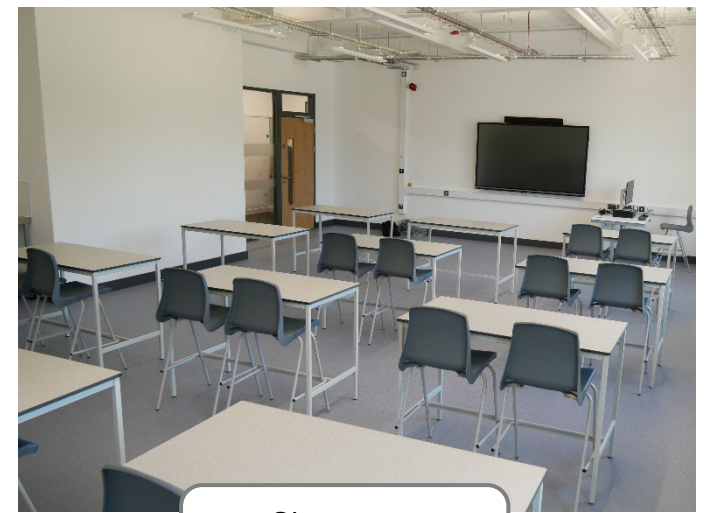
Meeting room 2



Meeting Room 4



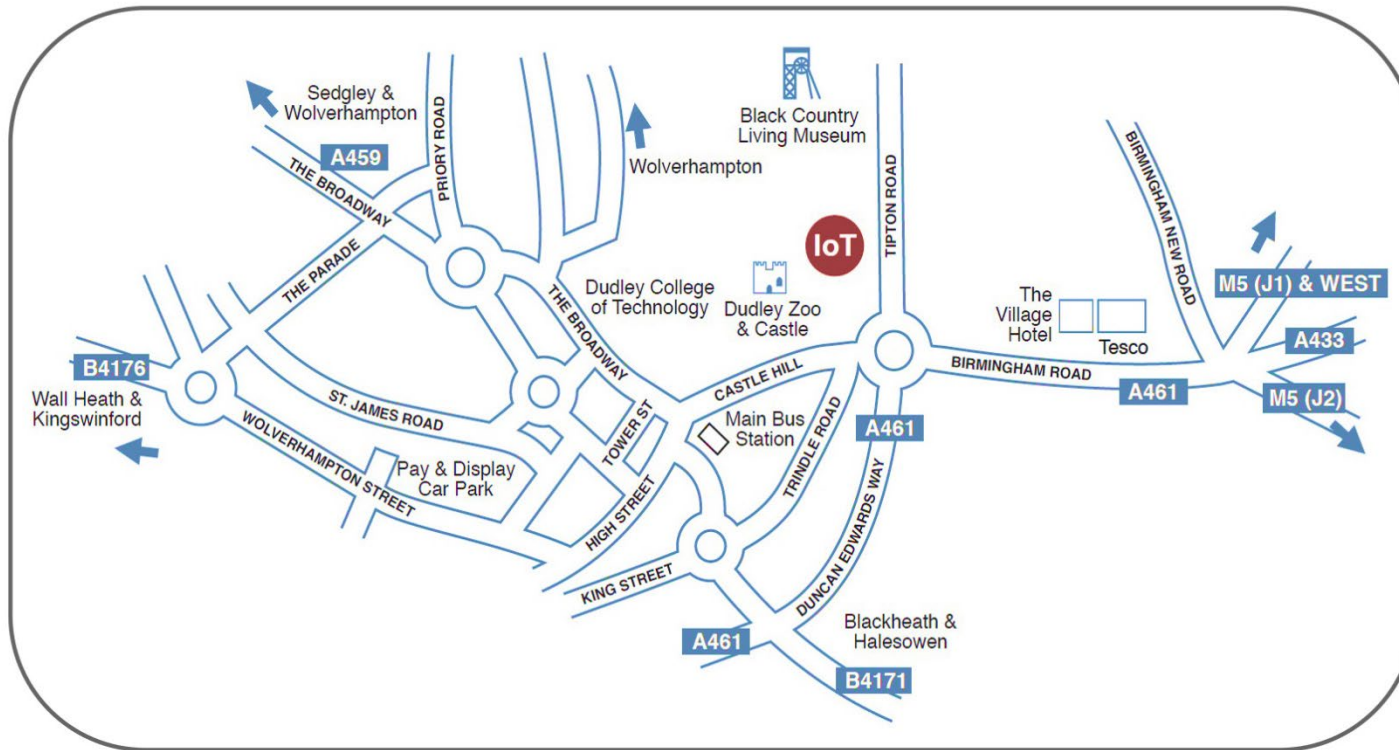
Atrium



Classroom

## Where to find us & Parking

- Parking is free of charge and is directly opposite the building with disabled parking available directly in front of building. (EV spaces available on both).



Black Country & Marches Institute of Technology  
Zoological Drive  
Dudley  
DY1 4AL