

Meeting Room & Catering Guide

4th Floor Boardroom

Size: 12 person

Amenities

- 65-inch professional display screen
- Microsoft Teams & Zoom Collaboration Bar with Remote Control
- Wireless ‘Bring Your Own Device’ Room Cast
- Wireless Speaker System
- Whiteboard
- Stationary
- Bottled water with glasses
- Catering (by request)
- Flipcharts (by request)

Room Rate

Please note, prices exclude VAT.

Hourly Rate	£75
Half Day Rate	£270
Full Day Rate	£500



L4 South Meeting Room 1

Size: 4 person

Amenities

- 43-inch professional display screen
- HDMI connectivity
- Whiteboard
- Stationary
- Bottled water with glasses
- Catering (by request)
- Flipcharts (by request)

Room Rate

Please note, prices exclude VAT.

Hourly Rate	£30
Half Day Rate	£110
Full Day Rate	£200



L4 South Meeting Room 2

Size: 4 person

Amenities

- 43-inch professional display screen
- HDMI connectivity
- Whiteboard
- Stationary
- Bottled water with glasses
- Catering (by request)
- Flipcharts (by request)

Room Rate

Please note, prices exclude VAT.

Hourly Rate	£30
Half Day Rate	£110
Full Day Rate	£200



L4 West Meeting Room

Size: 6 person

Amenities

- 55-inch professional display screen
- HDMI connectivity
- Whiteboard
- Stationary
- Bottled water with glasses
- Catering (by request)
- Flipcharts (by request)

Room Rate

Please note, prices exclude VAT.

Hourly Rate	£50
Half Day Rate	£180
Full Day Rate	£350



L3 West Meeting Room

Size: 8 person

Amenities

- 65-inch professional display screen
- Video conferencing camera
- Video conferencing wireless microphone and speaker system
- Whiteboard
- Stationary
- Bottled water with glasses
- Catering (by request)
- Flipcharts (by request)

Room Rate

Please note, prices exclude VAT.

Hourly Rate	£55
Half Day Rate	£220
Full Day Rate	£440



L3 East Meeting Room

Size: 6 person

Amenities

- 65-inch professional display screen
- Video conferencing camera
- Video conferencing wireless microphone and speaker system
- Whiteboard
- Stationary
- Bottled water with glasses
- Catering (by request)
- Flipcharts (by request)

Room Rate

Please note, prices exclude VAT.

Hourly Rate	£55
Half Day Rate	£220
Full Day Rate	£440



Auditorium

Size: 45 person

Amenities

- 10,500 lumens projector
- 4m x 2m projector screen
- 3 wireless handheld microphones
- Creston 8-inch cabinet speakers
- 6.5-inch back pendant speakers
- 8-inch subwoofer pendant speaker
- Acoustic curtains
- HDMI input laptop connector
- Bluetooth receiver
- Bottled water with glasses
- Stationary (by request)
- Catering (by request)
- Flipcharts (by request)

Space Rate

Please note, prices exclude VAT.

Hourly Rate	£135
Half Day Rate	£540
Full Day Rate	£850



Catering Options

The Gorilla Café provides catering services for meetings, office functions and events, with products ranging from delicious mini-breakfast platters and muffins to sandwiches, wraps and salad trays. We also provide coffee urns and tea making provisions.

Please note that a 48-hour notice period is required for all orders. Should orders contain allergens, we require a 72-hour notice period.

To discuss your requirements, please contact the café manager at hammersmith.cafe@huddle.co.uk.



Meeting Room Terms & Conditions

Booking a Meeting Room

Our opening hours are Monday-Friday, 8:30am-6pm. All meeting room bookings can be made via the Members Portal on the Huddle website or app. Also feel free to speak with your community team directly. Drop us an email at hammersmith@huddle.co.uk. However you make your booking, it will be confirmed via email.

All member bookings will be charged using the account details we have on file for you. Alternatively, we can arrange for monthly invoices if you prefer.

Changing a Meeting Room Booking

If you need to change your booking, you can do so up to 48 hours before the scheduled start time. Should you wish to change your booking, you will be subject to the following fees:

48 hours or more	No fee
24 – 48 hours	50% fee
24 hour or less	100% fee

If for some reason we need to change your booking, we shall notify you as soon as we can. Of course, no cancellation fee shall be payable.



For more information:

Huddle Hammersmith

hammersmith@huddle.co.uk

huddle.co.uk

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