

Charges

Room	Half day (9.00 am – 1.00 pm or 1.30 pm to 5.00 pm)	Full day (9.00 am – 5.00 pm)
The Charter Suite	£225	£400
Charter Room East	£150	£250
Charter Room West	£125	£200
Farradane Room	£125	£200
Lorna Paulin Room with 11 PCs	£150	£250
	£400	£500

Discounts CILIP branches and groups receive a 100% discount on the hire of one meeting room. Further rooms booked for the same day will be charged.

Individual CILIP members receive a 10% discount on meeting room hire.

Facilities

We provide writing tablets, white boards and induction loops free of charge. A range of other equipment is available to hire:

Flip chart and pens	Computer	Data projector and screen	OHP and screen	TV with DVD/VHS	Staging (Charter Suite or Charter East only)	Sound system (Charter Suite or Charter East only)
£15	£50	£100	£40	£50	£65	£125

Discounts CILIP branches and groups receive a 50% discount on equipment hire. Individual members receive a 10% discount on equipment hire.

Accessibility

The CILIP building is accessible by steps or ramp and all rooms can be reached by lift or stairs. Accessible toilets are situated in the basement. Please let us know if anyone in your group has particular requirements by entering them under the 'Setup' tab on the MRM system.

Location

CILIP is close to a number of underground stations: Goodge Street (Northern Line), Tottenham Court Road (Central and Northern Lines), Warren Street (Victoria and Northern Lines), Russell Square (Piccadilly Line), Euston Square (Metropolitan, Hammersmith & City and Circle Lines). Euston, King's Cross and St Pancras main line stations are all within easy reach. ([Link to map](#))

Catering

We can provide refreshments and working lunches in your meeting room or in the Ewart Room:

Lunch and refreshments	*Non-CILIP	Branches, groups and members
<u>Working lunch</u> <ul style="list-style-type: none">• Selection of brown & white bread with a variety of fillings including meat, fish & vegetarian• Fresh fruit platter• Crisps• Fruit juice and bottled water	£10.00 per person	£9.00 per person
Coffee, selection of teas and biscuits	£2.10 per person	£1.60 per person
1 litre bottle of still or sparkling water	£2.10 per bottle	£1.60 per bottle
1.5 litre jug of orange or apple juice	£4 per jug	£3.50 per jug
House wine – red or white (served in the Ewart Room only)	£8.50 per bottle	£7.50 per bottle

ALL PRICES ARE EXCLUSIVE OF VAT

*Menu upgrades are available at an additional cost – please contact room.bookings@cilip.org.uk

Please let us know if anyone in your group has special dietary requirements by entering them under the 'Setup' tab on the MRM system.

Terms and conditions

Please read our terms and conditions before making a reservation ([link](#)).