

## Rothermere American Institute Room Hire Policy 2015/16

### Seminar Room 1

- Arranged conference style to seat 20 people (plus a further 10 or so around the edge).
- Charges for hiring this room are:

Time	Internal to the University	External to the University
Per hour	£30	£40
Half-day (9am-1pm)	£90	£120
Full day (9am-5pm)	£150	£200

### Seminar Rooms 2 & 3 (combined)

- Arranged lecture style to seat a maximum of 60 people.
- Charges for hiring this room are:

Time	Internal to the University	External to the University
Per hour	£60	£80
Half-day (9am-1pm)	£180	£240
Full day (9am-5pm)	£300	£400

- This room can also be split into two smaller rooms, at the same rate as for Seminar Room 1, plus £20 supplement to cover set-up time.
- Please note that if you are hiring more than one room, sound-proofing between the rooms is limited.

### Large Room (all three rooms joined)

- This room can be arranged in either conference or lecture style and will accommodate up to 100 people lecture style.
- Charges for hiring this room are:

Time	Internal to the University	External to the University
Per hour	£80	£100
Half-day (9am-1pm)	£240	£300
Full day (9am-5pm)	£400	£500

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## Common Room and Garden

- Both the Common Room and garden are available for guests' use at no additional charge, e.g. for tea/coffee and lunch breaks.
- **No smoking** is allowed in the garden.
- It may be possible for guests to hire the garden separately for events, subject to agreement with Mansfield College.

## Facilities available

All equipment is included in the price of room hire.

- Flipcharts
- Whiteboard in seminar rooms 1 and 2 & 3
- Laptop/data projector, with audio speakers
- PA system
- Wireless internet access (please advise RAI staff beforehand)

## Room set-up

- Rooms are hired as seen, and guests are requested to ensure that the rooms are returned to the same format at the end of the session.
- Other set-ups (e.g. classroom-style) may be possible by prior arrangement, but may incur an additional charge to reflect set-up costs.

## Catering

- We regret that we cannot arrange catering on behalf of guests, but are happy for food/coffee to be delivered to the Institute.
- Tea/coffee and food may be consumed in the Common Room.

## Available hours

- Normal hours for room hire are between 9am and 5pm on weekdays. Earlier starts or evening hire (after 5pm) may be possible at the hourly rate by arrangement, but will be dependent on staffing.
- Regrettably, weekend hire is not possible.

## Health & safety

- Guests are responsible for maintaining an attendance list.
- Guests are asked to ensure that attendees' attention is drawn to the RAI health & safety notice displayed in each room, or to read it out at the start of the session.

**For more information, or to request a booking, please contact [enquiries@rai.ox.ac.uk](mailto:enquiries@rai.ox.ac.uk) or phone 01865 (2)82705.**

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