

Facilities Booking Information & Fees

Recommendations

A *lead time* of at least three months is recommended for events requiring combinations of rooms, numbers over 50 and/or lasting several days. Late bookings may be accepted subject to availability of facilities. It is recommended that clients contact the Events Manager and arrange a mutually *convenient appointment* early in the planning process to discuss individual requirements and how best to achieve them. Booking periods must include all setting-up/dismantling time and events should not run beyond 12 midnight.

Events Manager & Caterer

For event enquiries please contact:

Prestige Scotland
Contact: Kim Kjaerside
Tel: 0800 328 1373
E-mail: Sales@Prestigescotland.co.uk
www.prestigescotland.co.uk

Venue	Capacity	Day Rate 9am – 5pm	Evening Rate 5pm – 9.30pm	Half Day (up to 4 hours)
Lecture Theatre	240	£450	£250	£250
Conference Room	60	£300	£175	£175
Board Room	16	£200	£125	£125
Board Room Annex	25	£200	£125	£125
For further information and details about the venues available for hire and catering options, please contact Prestige Scotland on the number or e-mail above.				
<small>*Rates are subject to change. **Prices exclude VAT</small>				

Supplementary Charges

1. VAT at the current rate (17.5%) is payable on all charges.
2. Outdoor lighting. Rates depend on venue. Lighting required after dusk.
3. Security. For additional out-of-hours gate access and supervision of selected premises; weekday £15 per hour.
4. Projectionist/Technician. For operation of equipment; £30 per hour.
5. Catering. Arrangements should be discussed with the Event Manager.
6. Additional Services. The hire cost and administration charge will be levied when additional equipment (eg PA system, furniture, etc) is hired by RBGE on behalf of a client.