



The  
University  
Of  
Sheffield.

Humanities  
Research  
Institute.

## ROOM HIRE RATES UNIVERSITY OF SHEFFIELD CUSTOMERS

Daily Tariff	Standard layout	Day Rate
<b>Seminar Room</b>	Boardroom style c20-25 Tables, chairs, lectern, laptop, data projector, screen	£200
<b>Conference Room</b>	Theatre style c45-50 Chairs, lectern, laptop, data projector, screen. PA system, Access Grid	£225
<b>Combined</b>	Theatre style maximum capacity 115 Boardroom, break-out, café style options available	£375

### Please note:

Day rate applies to all bookings of two hours plus duration

Faculty of Arts & Humanities staff – please contact General Office on 29890 for booking information

**ALL CATERING MATERIAL MUST BE CLEARED AT THE END OF EACH EVENT**

### ADDITIONAL ITEMS

#### Facilities and equipment

Access Grid in Conference Room Technical support booked via

#### Chris Clow

CILASS IT/AV Technician

Email: [C.Clow@sheffield.ac.uk](mailto:C.Clow@sheffield.ac.uk)

Tel: 25278

5.1 sound system

Plasma screen (42-inch; 2 available)

Digital sound recorder (1 available)

Poster display stands (8 available)

Flipchart holders (2 available)

Additional equipment and technical support can be secured from University AV services via:

#### Tracy Beety

Email: [t.j.beety@sheffield.ac.uk](mailto:t.j.beety@sheffield.ac.uk)

Tel: 29292

Portering Services for set-up and return to default layouts

Email: [central.portering@sheffield.ac.uk](mailto:central.portering@sheffield.ac.uk)