



ORT House Conference Centre

Capacity and Room Guide

Conference room:

⇒ **The Delancey Theatre**

Capacity:
120 theatre style
35 'U' shape
48 cabaret
72 round
26 boardroom style
Size: 9m x 10m

⇒ **Boardroom:**
The Albert Street Room

Capacity:
16 boardroom style
Size: 5.45m x 5.55m

⇒ **IT facilities:**

IT Suite
Capacity:
12 computer stations
1 tutor desk
Plasma screen

Meeting/training rooms:

⇒ **The Regents Room**

Capacity:
50 theatre style
22 'U' shape
22 boardroom style
Size: 6m x 7.5m

⇒ **The Albany Room**

Capacity:
20 theatre style
13 'U' shape
16 boardroom style
Size: 6m x 4m

⇒ **The Arlington Room**

Capacity:
20 theatre style
13 'U' shape
16 boardroom style
Size: 5.5m x 4.5m

⇒ **The Mornington Room**

Capacity:
20 theatre style
13 'U' shape
16 boardroom style
Size: 5.5m x 4m

ORT House Conference Centre
At the centre of a successful event



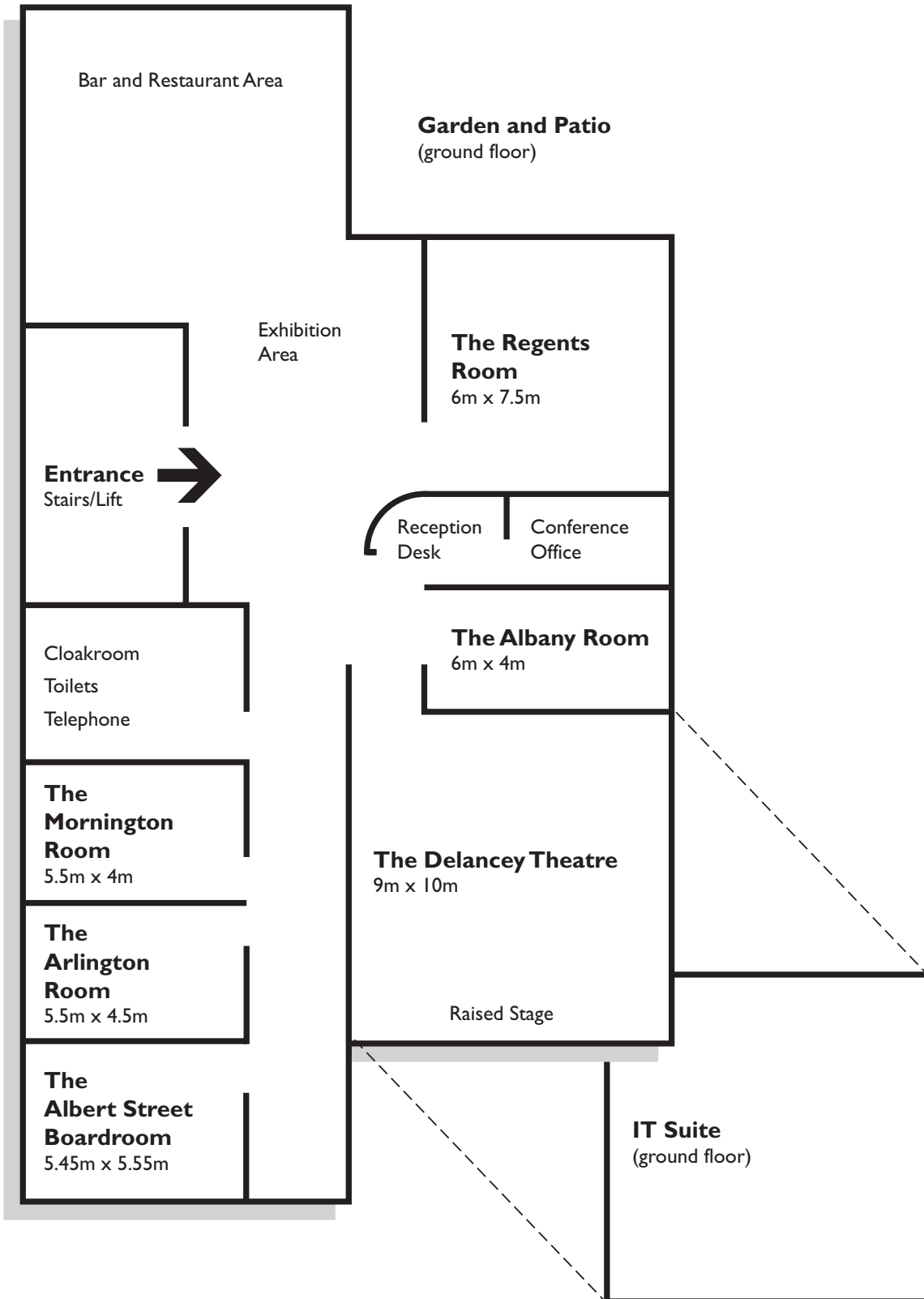
ORT House Conference Centre
126 Albert Street, London NW1 7NE

Tel: 020 7485 5847
Email: ort@paypub.com

Fax: 020 7446 8651
Web: www.orthouse.co.uk



ORT House Conference Centre Floorplan



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Rates

⇒ Day Delegate Rate includes:

- Hire of a suitably sized room
- Refreshments on arrival, mid morning and afternoon
- Appropriate buffet lunch
- Hire of OHP, flip chart and white board
- Water
- Pens and pads
- (PA System, if hiring the Delancey Theatre).

⇒ Half-day Delegate Rate includes:

- Hire of a suitably sized room for four hours
- One serving of refreshments
- Appropriate buffet lunch
- Hire of OHP, flip chart and white board
- Water
- Pens and pads
- (PA System, if hiring the Delancey Theatre).

⇒ Day Delegate Rates

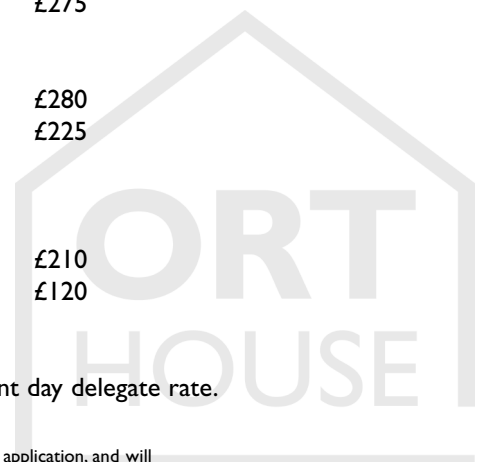
	Standard Rate		Rate to Charitable Organisations	
	Full-day	Half-day	Full-day	Half-day
1 Sandwich lunch	£40	£33	£36	£29
2 Working lunch	£42	£35	£38	£31
3 Chef's Choice	£46	£39	£42	£35

UPGRADE your catering by £2 per person to include muffins with your morning refreshments and a selection of cakes with your afternoon tea.

⇒ Room Hire Charges

	Standard Rate	Rate to Charitable Organisations
The Delancey Theatre		
8 hour session	£690	£585
4 hour session	£480	£430
The Regents Room		
8 hour session	£455	£380
4 hour session	£365	£275
The Albert Street Room		
8 hour session	£330	£280
4 hour session	£250	£225
The Arlington, Mornington and Albany Rooms		
8 hour session	£230	£210
4 hour session	£145	£120
The IT Suite		
Room Hire	£250 plus the relevant day delegate rate.	

Prices valid to 1 July 2008 (all prices exclusive of VAT). Evening bookings can be made on application, and will be charged on an hourly rate. Please note there will be an additional security charge for evening bookings.





⇒ Menu One – Sandwich Lunch

- One round of sandwiches on a selection of continental and sliced breads consisting of a variety of fillings eg:
 - Applewood smoked cheddar and sweet pickle
 - Egg mayonnaise and mustard cress
 - Flaked tuna and cucumber
- Selection of filled rolls and speciality breads
- Selection of fresh fruit
- Jugs of iced water

⇒ Menu Two – Working Lunch

- One round of sandwiches on a selection of continental and sliced breads consisting of a variety of fillings eg:
 - Smoked salmon and dill
 - Chicken mayonnaise and salad
 - Mozzarella, tomato and basil
 - Cream cheese and sundried tomato
- Selection of filled rolls and speciality breads
- Fresh vegetable crudité's with assorted dips
- Fingers of quiche
- Mini samosas and spring rolls
- Miniature chocolate eclairs and lemon tarts
- Selection of cheese and crisp crackers
- Fruit platter
- Jugs of iced water

⇒ Menu Three – Chef's Choice Lunch

- A cold chicken dish (Chef's choice of dressing sauce and garnish)
- A cold fresh salmon dish (Chef's choice of dressing sauce and garnish)
- Vegetarian quiche
- A selection of three salads (Chef's choice)
- Gateaux/chocolate delice/torte/cheesecake
- Fruit platter
- Jugs of iced water

Tea, Coffee, Herbal Tea, Iced Water, Biscuits	£2.50 per person per serving
Tea, Coffee, Morning Muffins	£2.95 per person per serving
Tea, Coffee, Afternoon Cake Selection	£2.95 per person per serving
Orange Juice	£3.00 per jug
Still and Sparkling Water	£3.00 per bottle
Upgrade to Cakes and Muffins	£2.00 per person per serving

Lunch can be served in your room or in the foyer overlooking the garden. There is seating for approximately 60 people. We can also cater for any specific dietary requirements.



ORT House Conference Centre

Equipment Hire and Accommodation

⇒ Hire of Equipment

Audio Visual Equipment	Day	Half-Day
OHP	£40	£20
Slide Projector	£70	£35
Plasma Screen	£170	£90
TV/Video	£70	
Data Projector	£170 per set up	£90 per set up
Computer	£80	£40
CD Player	£20	
Flipcharts	£15	

Sundry Prices

Photocopying (per sheet)	£0.20
Additional Flipchart Pad	£10.00
OHP Transparencies	£0.50
Fax	£1.00 per page
IT Suite Technician	£65.00 per hour
AV Support	included in Day Delegate Rate

Specialist Audio Visual Equipment can also be ordered, please do not hesitate to ask the conference team at ORT house. All rooms are air conditioned with lighting controls. (All prices exclusive of VAT.)

⇒ Accommodation

Hotels close to ORT House include:

- **Holiday Inn London - Camden Lock**
30 Jamestown Road, Camden Lock, London NW1 7BY Tel: 020 7485 4343 Fax: 020 7485 4344
- **Ibis Hotel**
Cardington Street, Euston, London NW1 2LW Tel: 020 7388 7777
- **The Hampstead Britannia**
Primrose Hill Road, Hampstead, London NW3 3NA Tel: 020 7586 2233
- **The London Euston Travel Inn**
1 Dukes Road, London WC1H 9PS Tel: 020 7554 3400.



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ORT House Conference Centre
Booking Form

Please return this form
 using the details below

I would like to provisionally book the following facilities:

Name

Job title

Company

Address

.....
 **Postcode**

Telephone **Fax**

Email

Date of your booking/event:

Time of day: Full-day (9am-5pm) Half-day (4 hrs, from ___ to ___)

Number of delegates (approx):

- Room:**
- | | |
|---|--|
| <input type="checkbox"/> Delancey Theatre | <input type="checkbox"/> Regents Room |
| <input type="checkbox"/> Arlington Room | <input type="checkbox"/> Mornington Room |
| <input type="checkbox"/> Albany Room | <input type="checkbox"/> The Albert Street Boardroom |
| <input type="checkbox"/> IT Suite | |

- Layout:**
- | | |
|--|--|
| <input type="checkbox"/> Theatre Style | <input type="checkbox"/> Boardroom Style |
| <input type="checkbox"/> U-Shaped | <input type="checkbox"/> Other _____ |

- Equipment:**
- | | |
|---|--|
| <input type="checkbox"/> Data Projector | <input type="checkbox"/> Flipchart |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Plasma Screen |
| <input type="checkbox"/> TV and Video | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> OHP | |

Refreshment serving times:

Serving 1

Serving 2 (lunch)

Serving 3

- Lunch menu choice**
- Menu 1** Sandwich Lunch
- Menu 2** Working Lunch
- Menu 3** Chef's Choice

Signed **Date**

I do not give consent for my name and contact details to be held on a secure database. These details will only be used to send further marketing or information media about products or services similar to those detailed here.

I do not give consent for my contact details to be passed to other organisations in related fields for marketing purposes.



ORT House Conference Centre

Terms and Conditions

Definitions

In these conditions the 'Hirer' is the organisation or person specified on the Booking Form. 'The Centre' is ORT House Conference Centre.

1. Bookings

Provisional bookings are not guaranteed until they are confirmed. Cancellation fees are liable on all confirmed bookings.

Minimum numbers will be clearly stated on the contract and will be used to calculate the minimum financial liability of the hirer.

2. Security

The Centre enjoys a high level of security. This requires you to provide the Centre with an alphabetical list of ALL names of people attending, at the latest the day before the event. The Hirer is responsible for providing each delegate with a badge which must be worn at all times whilst in the building.

- Entry to the Conference Centre will be denied without a staff/ delegate/ speaker list prior to the day.
- Delegates/staff/speakers who are not on the list and who do not have an official invite will be asked to wait in reception until the conference organiser can verify them.
- Organisers are encouraged to arrive in advance of delegates so that early arrivals can be verified.

3. Cancellation Charges

Confirmed bookings are subject to cancellation charges as follows:

- a) More than 12 weeks before the date of the booking 20% of the value of business lost
- b) Between 12 and 6 weeks 50% of the value of business lost
- c) Between 6 weeks and 1 week 80% of the value of business lost
- d) Less than 1 week 100% of the value of business lost.

Value of business lost will be calculated on the agreed minimum numbers of attendees when the day delegate rate is used or on the cost of room hire and catering ordered at the time of booking when the day delegate room is not used.

4. Tariff and Additional Charges for the IT Suite

The tariff applied for the hire of the IT Suite will be that agreed on the booking form. The hire charge will be based on the catering option selected plus the standard rate hire charge for the use of the IT Suite. Additional charges for the provision of technical support will be confirmed at the time of booking. The tariff and additional charges may include a provision for inflation. The maximum number of people using the IT Suite shall be 12.

5. Tariff for Theatre and Meeting Rooms

The tariff applied to a booking is that agreed at the time of booking. This might include a provision for inflation. The maximum number of people using the accommodation will be as agreed with The Centre. Minimum numbers will be clearly stated in the contract.

6. Fire Regulations

ORT House fire regulations will be observed by the Hirer at all times.

7. Damage

The Hirer will be responsible for making good any damage or excessive wear and tear caused by clients, contractors or delegates. The Centre shall be entitled to make good such losses or damage and charge the Hirer.

8. Catering

Catering, liquor and other services will be provided by The Centre's approved caterers. Outside contractors are not permitted. No food or beverage of any kind may be brought to the premises by the Hirer or any of the persons attending the function.

9. Obligations to The Centre

The Centre will use its best endeavours to supply the accommodation specified on the Booking Form. The Centre shall not be liable for any failure to provide the accommodation reserved when that failure is caused by any event beyond its reasonable control although The Centre will use its best endeavours to provide alternative accommodation. The Centre also reserves the right to determine and vary the location of any accommodation to be used at its discretion both before and during the period of hire.

10. Liability

The Centre will not accept responsibility for loss or damage to any property belonging to the Hirer or any property brought or left upon The Centre's premises either by the Hirer or by its servants, agents, contractors or delegates.

The Hirer shall be liable for and indemnify The Centre against any claims of whatever nature including (but not limited to) claims in respect of death, injury, loss or damage where any such claim is caused by or arises by reasons of the act, omissions or neglects of The Hirer, its servants, agents, contractors or clients.

11. Insurance

The Hirer shall provide insurance covering the risks mentioned in 7 and 10.

12. No Smoking Regulations

Smoking is prohibited at ORT House Conference Centre. The Centre's smoking regulations will be observed by the Hirer at all times.

13. Copyright

The Hirer is responsible for ensuring that no copyright laws are broken during events held at ORT House Conference Centre.

14. Purpose for Bookings

ORT House Conference Centre must not be used for the purpose of any form of sale or political meeting.

15. General

The Hirer and any parties brought into The Centre are expected to behave in a responsible manner and with due regard to the regulations of The Centre (including those relating to statutory fire and safety requirements) and any reasonable instructions of The Centre and its officers. In addition they shall not carry out or permit any conduct which might invalidate The Centre's insurance policies. Any breach in respect of the Hirer's obligations may result in termination of the booking.

16. Correspondence

Any notice to the Hirer shall be given at the address on the Booking Form or any other address which the Hirer may notify The Centre of for the purpose of this booking.

17. Payment

The Hirer agrees to make payment of monies due for services rendered upon receipt of the invoice.

18. Jurisdiction and Proper Law

The contract constituted by the Booking Form and The Centre's confirmation thereof shall be subject to English law and shall be deemed to have been made in England.

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