

The River Centre Rates

Day Delegate Rates

Up to 180 delegates	£45
181 to 300	£39
301+	£35

Including:

- Room hire 8am to 6pm
- Bacon roll or Danish pastry with tea and coffee on arrival
- Mid-morning tea, coffee with shortbreads and biscuits
- Best Kentish Fayre Buffet lunch with juices
- Mid-afternoon tea, coffee with shortbreads and biscuits
- Lectern
- PA system
- Two radio or static microphones
- Integrated data projector and screen
- Free on site parking (94 spaces)
- Wi-Fi

Day delegate packages can be adapted to suit your needs. For example, you may like to upgrade to include full Afternoon Tea or the Premier Hot & Cold Buffet. Please contact the Conference Team for a bespoke quotation.

Hourly Room Hire Rates

	Before 8am	8am to 6pm	6pm to 11pm
Main Auditorium	£250	£210	£250
Exhibition Hall <i>(incorporating the Grand Meeting Room and Breakout spaces)</i>	£225	£180	£225
Grand Meeting Room <i>(incorporating Meeting Rooms 1 & 2)</i>	£200	£160	£200
Meeting Room 1	£100	£80	£100
Meeting Room 2	£100	£80	£100
Breakout spaces	£100	£80	£100
Meeting Room 3	£45	£35	£45
Foyer	£75	£60	£75

Equipment Hire Rates

Integrated twin data projectors (per floor)	£200
Integrated PA system	£100
Portable PA system	£100
Lapel microphone	£35
Handheld radio microphone	£35
Headset microphone	£35
Static microphone	£15
Desktop microphone	£15
Overhead projector and screen	£40
Display board	£20
Whiteboard	£10
Flipchart (including pens)	£15
Lectern	£10
Screen	£18
TV and DVD/video	£50
Extension lead	£5
Presentation clicker	£10
Stage (Main Auditorium only)	£150
AV technical assistance (per hour)	£35
Audio recording with one master disc included (per hour)	£65
CD production and duplication with artwork (10 CDs included)	£95
Additional duplicate CD from audio recording	£5

Extras and Services:

Photocopying (per sheet)	20p
Copying onto acetate (per sheet)	35p
Faxing (per sheet)	50p
Printing (per sheet)	20p
Delegate take home sweetie bag with logo	£1.95
Delegate pack:	
A5 note pad with pop-up pencil	£2.50

All prices are exclusive of VAT

The River Centre, Medway Wharf Road, Tonbridge, Kent TN9 1RE
T: 01732 770707 **F:** 01732 770909 **E:** conferences@therivercentre.org
www.therivercentre.org



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