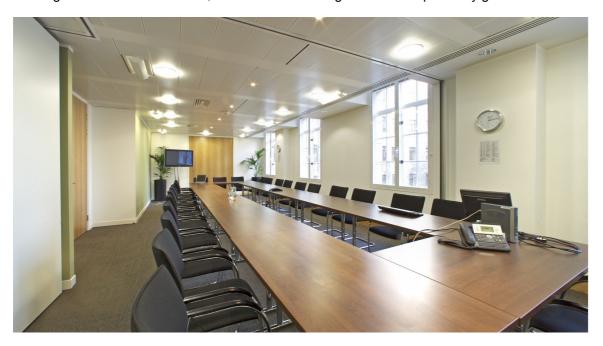


Do you need a meeting room whilst on business in central London?



The CML offices are located on the third floor of Bush House which occupies a dramatic position at the bottom of Kingsway in central London, with easy access to The City and West End. We offer meeting facilities for conferences, seminars and training courses for up to thirty guests.



Our facilities are available between 08.30-17.00 Monday to Friday (subject to availability) can be booked up to three months in advance. Please contact <u>facilities@cml.org.uk</u> for availability or to make a booking. We are also able to offer the following range of facilities and services

- Use of audio visual facilities
- Flipchart and marker pens
- Audio conferencing
- Internet connection
- Refreshments and catering
- Bright and spacious conference rooms
- Friendly and professional staff

Meeting room & support services charges effective from 2nd January 2009 (excluding VAT)

Meeting room hire charges including flip charts, paper & pens

| MEETING | SEATING | UP TO 4 HOURS HIRE RATE | | | 4-8 HOURS HIRE RATE | | |
|----------------------|------------|-------------------------|------------|------------|---------------------|------------|------------|
| ROOM | CAPACITY | Non | Discounted | Discounted | Non | Discounted | Discounted |
| CHARGES | (DEPENDING | member | Associate | Member | member | Associate | Member |
| | ON LAYOUT) | hire rate | hire rate | hire rate | hire rate | hire rate | hire rate |
| Room 1 | 8 - 12 | £ 95.00 | £ 60.00 | £ 55.00 | £ 190.00 | £ 121.00 | £ 110.00 |
| Room 2 | 15 - 22 | £ 150.00 | £ 88.00 | £ 80.00 | £ 300.00 | £ 176.00 | £ 160.00 |
| Room 3 | 10 - 14 | £ 140.00 | £ 86.00 | £ 77.00 | £ 280.00 | £ 170.00 | £ 144.00 |
| Rooms 1 & 2 combined | Up to 36 | £ 245.00 | £ 148.00 | £ 135.00 | £ 490.00 | £ 297.00 | £ 270.00 |

Equipment & other hire charges

| Audio-visual charges | Up to 4 hours | 4 to 8 hours |
|---|---------------|-----------------|
| Ceiling mounted data projector with laptop & screen (rooms 1 or 1+2 joined only | £30 | £60 |
| 42 inch TV with laptop | £25 | £50 |
| DVD player | £10 | £20 |
| Voice enhancement speakers | £20 | £40 |
| 1 roving microphone and 1 lapel microphone | £15 | £30 |
| Lectern Hire | £10 | £20 |
| Photocopying charges | Per sheet | 10p |

Refreshments

Refreshments can be booked for your meeting. We offer tea/coffee at £1.50 per head plus a range of cold lunch menus starting from £8.50 per head.

How to get to Bush House

Nearest tube stations Temple, Holborn & Covent Garden



The entrance, (glazed, double doors) for Bush House North West Wing is to the right of the entrance to the BBC.

Please note that limited parking is available on meter bays around Aldwych, and the area is within the Congestion charge zone.