

THE HONOURABLE SOCIETY OF



**GRAY'S INN**

## DAILY DELEGATE RATES 2018



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## AT THE HONOURABLE SOCIETY OF GRAY'S INN

Our Daily Delegate Rates are designed to be tailored to your requirements, which are suitable for smaller meetings, or up to 200 delegates for a conference.

Day Delegate Rate from £70.00+VAT per person\*

Our Day Delegate Package includes:

- Room hire from 9am to 5pm with organiser access from 8am
- Audio visual equipment including screen, projector and one flipchart.  
*(Also includes arrival technical support.)*
- Tea, coffee and pastries on arrival
- Mid-morning tea, coffee and biscuits
- Classic sandwich lunch served with crisps, fresh fruit and cordials  
*(A selection of five types of sandwiches will be provided, 1.5 rounds for each guest. Please specify any dietary requirements.)*
- Mid-afternoon tea, coffee and tray bakes
- Jugs of iced water
- Pads and pencils
- Self-service cloakroom facilities

\* Minimum numbers for each room will apply, please enquire with the events team for more information. If you would like to upgrade your day delegate package, there are a range of options available.



# ADDITIONAL ITEMS

## ADDITIONAL AV EQUIPMENT

Projector	£275.00 each
6' x 8' Screen	£150.00 each
Flipchart	£25.00 each
Laptop	£160.00 each
Conference phone (inc. national calls)	£65.00 each
AV Technician (full day)	£350.00 each (up to 8 hours)
Other AV equipment	Price on application

## ADDITIONAL CATERING

Breakfast Rolls	£5.00 per delegate
Whole fruit (minimum 10 guests)	£2.50 per delegate
Fruit platter (serves 10 guests)	£24.00 per platter
Smoothies	£2.50 per delegate (per glass)
Finger Buffet items	£4.00 per item per delegate
Upgrade to Hot Fork Buffet	£10.50 per delegate
Freshly squeezed orange juice	£6.95 per litre

## PRICE (EXCLUDING VAT)

## ADDITIONAL REFRESHMENTS

Tea and coffee serving	£3.00 per delegate
Tea, coffee and biscuits serving	£4.00 per delegate
Still and sparkling mineral water	£3.50 per bottle
Post Meeting Reception (up to one hour)	£10.00 per delegate
Half a bottle of wine per guest with nibbles	

## PRICE (EXCLUDING VAT)

## MISCELLANEOUS

Early access (before 8am)	£175.00 per 30 minutes
Room hire extension	£175.00 per 30 minutes*

## PRICE (EXCLUDING VAT)

\*Room hire extension may be waived at our discretion, depending on the time of year and availability.

Please contact the Events Team to find out about availability, upgrades, and additional room hire rates by emailing [banqueting@graysinn.org.uk](mailto:banqueting@graysinn.org.uk) or by calling 0207 458 7960, where a member of the team would be happy to assist.

